

COCONINO COUNTY COMMUNITY COLLEGE

1992-93 CATALOG

VOLUME 1, NUMBER 1, APRIL 1992



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Flagstaff Administrative Center

3000 North 4th Street, Suite 17, Flagstaff, Arizona 86004

Locally (602) 527-1222, Toll Free within Arizona 1-800-350-7122, FAX (602) 526-1821

Classes available in Flagstaff, Fredonia, Grand Canyon, LeChee, Page, Sedona, Tuba City and Williams.

INSTRUCTIONAL CALENDAR

(Detailed calendars may be found in each semester's SCHEDULE OF CLASSES BULLETIN. The College reserves the right to make changes in this calendar without notice).

Summer Session I 1992

| | |
|--------------------|--------------|
| Instruction begins | June 9, 1992 |
| Instruction ends | July 9, 1992 |

Summer Session II 1992

| | |
|--------------------|-----------------|
| Instruction begins | July 13, 1992 |
| Instruction ends | August 12, 1992 |

Fall Semester 1992

| | |
|--------------------------|----------------------|
| Instruction begins | August 31, 1992 |
| Last day of instruction | December 12, 1992 |
| Final examination period | December 14-19, 1992 |

Spring Semester 1993

| | |
|--------------------------|------------------|
| Instruction begins | January 19, 1993 |
| Last day of instruction | May 7, 1993 |
| Final examination period | May 10-15, 1993 |

Summer Semester I 1993

| | |
|--------------------|--------------|
| Instruction begins | June 8, 1993 |
| Instruction ends | July 8, 1993 |

Summer Semester II 1993

| | |
|--------------------|-----------------|
| Instruction begins | July 12, 1993 |
| Instruction ends | August 11, 1993 |

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OVERVIEW OF PROGRAMS

Coconino County Community College offers transfer, occupational, special interest and basic skills courses at locations throughout the county. The College provides opportunities for skills development in mathematics, reading, writing, and English as a Second Language, as well as the development of positive attitudes toward learning.

The College strives to continually evaluate the educational needs of its communities, to develop appropriate instructional courses and programs to meet identified needs, and to revise or eliminate those courses which no longer meet a significant need.

PHILOSOPHY AND MISSION

Coconino County Community College was founded in 1991 to enhance educational opportunities in Coconino County, an area larger than the states of Connecticut, Delaware, Rhode Island, and Vermont combined. The mission of the college is to serve the needs of the county's culturally diverse and geographically dispersed population by offering classes to challenge students academically, instill pride in their heritage, and promote an appreciation for other cultures. The college is dedicated to the ideals of life-long education, addressing the whole person, educational access for all students and a community commitment to those who seek to improve their skills, enrich their lives, and enhance their futures.

To fulfill this mission, Coconino County Community College will offer these programs and services.

TRANSFER

University-parallel and pre-professional studies for students transferring to four-year colleges.

OCCUPATIONAL

Vocational, technical, and paraprofessional courses and programs to enable students to upgrade skills or obtain entry-level employment.

BUSINESS PARTNERSHIPS

Educational partnerships with business, industry, and other institutions to develop appropriate curriculum which will help students achieve their educational goals and contribute to the economic development of the county.

GENERAL EDUCATION

A core of learning which demonstrates the college's vision of educated persons who are enabled to live more productive lives personally, professionally, and as informed citizens.

CONTINUING EDUCATION

Community services and continuing education dedicated to life-long learning to enable citizens to improve existing skills, acquire new skills, enhance cultural awareness, or pursue special interests.

ADVISING

Academic and occupational assessment and counseling to help students define and attain personal, professional, and academic goals.

EDUCATIONAL OPPORTUNITY

Innovative courses and general education classes throughout Coconino County:

- a. Classes throughout the county in secondary schools, businesses, community centers, chapter houses, and other existing facilities.
- b. Distance-learning delivery systems which may include correspondence, audio and video cassette, television, radio, and computers.

Through all of these, the college will strive to promote the democratic ideals of equal opportunity for success, individual worth, and informed responsible citizens.

GOVERNING BOARD

Daniel W. Baertlein; Williams, Arizona
(Board Secretary)

Charles D. Brumback; Page, Arizona

Paul R. Neuman; Flagstaff, Arizona
(Board President)

Stella A. Perez; Flagstaff, Arizona

Mary Kuzell-Babbitt;
State Board Representative

John W. Glenn, Ph.D. (College President)

COLLEGE COMPLIANCES

FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT

Coconino County Community College is in compliance with the Family Educational Rights and Privacy Act of 1974, its amendments and the final rule of the U.S. Department of Health, Education and Welfare. In accordance with this Act, 1. eligible students have the right, with certain limitations, to inspect and review their educational records; 2. the College shall not permit disclosure of information from education records or personally identifiable information, excepting to individuals, agencies or organizations identified by the Act. A copy of this Act is available from the Dean of Student Services.

NONDISCRIMINATION

The Coconino County Community College District, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, and A.R.S. 41-1463 et. seq. does not discriminate on the basis of race, color, religion, national origin, sex, or handicap in application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

In compliance with the Age Discrimination in Employment Act of 1967, and A.R.S. 41-1463-41-1465 and Section 402 of the Vietnam Era Veterans' Readjustment Act of 1974, Coconino County Community College does not discriminate against any employees or applicants for employment on the basis of their age, or because they are disabled. This policy covers admission, access, and service in College programs and activities, and application and treatment in College employment. In conformance with applicable state and federal laws, Coconino County Community College is an affirmative action/equal opportunity institution.

Inquiries regarding the equal opportunity policies, the filing of grievances or requests for a copy of the procedures covering discrimination complaints may be directed to the Dean of Student Services or the Director of Human Resources.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Coconino County Community College intends to comply with Public Law 101-542, the Student Right-to-Know and Campus Security Act (as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991).

The "Right-to-Know" law requires that (beginning July 1, 1993) colleges annually disclose the rate at which full-time certificate-seeking or degree-seeking students persist to complete or graduate from programs of study. The first July 1993 report will encompass the period from July 1, 1991 through June 30, 1992 and will follow the persistence of full-time certificate-seeking or degree-seeking CCCC students who entered Fall 1991. Beginning July 1, 1993, disclosure reports will be published in each semester's SCHEDULE OF CLASSES BULLETIN. Copies will also be available through the Dean of Student Services, CCCC, 3000-North 4th Street, Suite 17, Flagstaff, AZ 86004.

The "Crime Awareness and Campus Security Act of 1990" requires that-beginning (August 1, 1991) colleges collect information related to crime and campus security. Furthermore (beginning September 1, 1992) colleges are required to prepare, publish, and distribute information related to crime and campus security to all current students and employees, and to any applicant for enrollment or employment, upon request. Beginning Fall Semester 1992, this information will be published in each semester's SCHEDULE OF CLASSES BULLETIN.

PROHIBITION OF SEXUAL HARRASSMENT

All persons associated with Coconino County Community College including, but not limited to, the District Governing Board, the administration, faculty, staff, students, and members of the public will provide an environment free from sexual harrassment. Any person who engages in sexual harassment while acting as a member of the College community or while on College property will be in violation of this policy.

DRUG FREE COLLEGE

Coconino County Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 specified by Public Law 101-226.

The college student code and employee regulations prohibit the possession, or distribution of alcohol and illicit substances by students, employees and campus guests.

Being under the influence of, or the use of, sale or possession of any narcotic or controlled substance on campus, or during off-campus sponsored activities may result in prosecution under Arizona and National Laws.

College employees are required to report violations to appropriate civil and college authorities.

The college will assist students and employees with appropriate referral and information concerning drug and alcohol education.

OFFICIAL COLLEGE HOLIDAYS

The College observes certain holidays and vacation periods; these are detailed in each semester's SCHEDULE OF CLASSES BULLETIN. The College teaches courses in a variety of sites throughout Coconino County and, generally, classes are held in locations which include local public school facilities. Therefore, as a practical matter, the College endeavors, where possible, to follow the holiday schedule and vacation periods of the local school district. This ensures access to facilities and reduces schedule conflicts for students. In general, no classes are taught on the following holidays which are observed District-wide: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and Christmas.

Depending upon the site, the following holidays may also be observed: Martin Luther King Day, Washington's Birthday. Scheduled vacation periods also vary with site and local school calendars, but generally include a Christmas vacation beginning just prior to Christmas Day and extending through New Year's Day, and a Spring Break in March or April.

student conduct is subject to standards set by Coconino County Community College. Conduct which may lead to College disciplinary action or possible dismissal are detailed in the "Student

STANDARDS OF STUDENT CONDUCT

Certain conduct on the part of students is inconsistent with the learning environment and Services" section of this catalog.

VETERAN'S PROGRAMS

Details of programs and service available to military veterans are outlined in the "Veteran's Programs" section of this catalog.

ACCREDITATION

The College is taking the necessary steps to apply for regional accreditation and will make its initial formal application to the regional accrediting agency on July 1, 1992. For questions concerning the transferability of credits earned at the College see the section, "Transferring Credit from CCCC to other Colleges and Universities".

ABILITY TO BENEFIT

Individuals who have not earned a GED or high school diploma will not be eligible for Title IV financial aid funds unless they have successfully taken an independently, approved examination to qualify them according to the Higher Education Technical Amendments of 1991 (Pub. L. 102-26, enacted on April 9, 1991). For information, contact the Office of the Dean of Student Services.

HISTORY OF COCONINO COUNTY COMMUNITY COLLEGE

In November 1990, Coconino County Community College was formed by a vote of Coconino County citizens; in May 1991, the College's funding was approved through a special election. The College began operation on July 1, 1991. Its first classes were offered in Fall Semester 1991.

INSTRUCTIONAL SITES, FACILITIES AND EQUIPMENT

FLAGSTAFF

Administrative Center.....(602) 527-1222.....OR.....1-800-350-7122
3000 N. 4th St, Suite 17, Cedar Pines Shopping Center, Flagstaff, AZ 86004

Flagstaff classes are taught in leased classroom facilities adjacent to the Administrative Center and in rented facilities in local public schools and other area locations. Equipment is available to support lecture courses, computer courses, lab science courses, and certain vocational courses. Addresses of locations are listed in the SCHEDULE OF CLASSES BULLETIN.

PAGE AND LECHEE CHAPTER, NAVAJO NATION

Area Coordinator - Terry Kelly.....(602) 645-3987

Classes are taught in rented facilities in local public schools and other area locations. Equipment is available to support lecture courses, computer courses, lab science courses, and certain vocational courses. Addresses of locations are listed in the SCHEDULE OF CLASSES BULLETIN.

FREDONIA

Area Coordinator - Terry Kelly.....(602) 645-3987
Facilities and equipment same as above

GRAND CANYON

Area Coordinator - Roger Studley.....(602) 638-9224
Facilities and equipment same as above

SEDONA

Area Coordinator - Nancy Jensen.....(602) 282-3297
Facilities and equipment same as above

TUBA CITY

Area Coordinator - Terry Kelly.....(602) 645-3987
Facilities and equipment same as above

WILLIAMS

Area Coordinator - Jeff Krummenacher.....(602) 635-4419
Facilities and equipment same as above

Note: Although the College offers courses in communities throughout Coconino County, this does not guarantee that courses will be offered in sufficient quantity or sequence to support all academic programs in all instructional sites. Students should inquire about the availability of programs of interest. As the College grows, programs will become more widely available.

ADMISSION INFORMATION

The procedures in this section are administered by the Dean of Student Services: Office of Admissions.

ADMISSION REQUIREMENTS

Coconino County Community College is open to any person for either regular or special admission if that person satisfies one of the following categories established by the State Board of Directors for the Community Colleges of Arizona (R7-1-20):

Eligible for "Regular Student" Admission

1. A graduate of a high school which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency, or
 2. A person who has completed a GED certificate of high school equivalency, or
 3. A transfer student in good standing from another college or university, or
 4. A mature person who is 18 years of age or older and demonstrates evidence of potential to succeed at Coconino County Community College. (A student admitted in this category who is not a high school graduate or a GED completer will be encouraged to attain a GED prior to completion of 15 hours at CCCC. Mature student applicants will be required to complete testing and other assessment activities designed to help the College determine their ability to benefit from college-level instruction.)
2. A special student must meet the established requirements of the course(s) for which they wish to enroll, and college officials must determine that admission is in the best interest of the student. For example, a special student seeking admission to attend an algebra class must be qualified to enter a math course at that level; qualification in this case would be determined by a placement examination.
 3. A student who is under age 18 and scores a composite of 22 or higher on the American College Test (ACT), or a composite (verbal and math) of 930 or more on the Scholastic Aptitude Test (SAT) may be admitted. A student who shows evidence of such test scores shall not be denied admission because of age, lack of a high school diploma or high school certificate or equivalency (GED), grade in school, lack of permission of school officials, or lack of concurrent enrollment in public or private school. However, for those under 18, the College requires parental permission. A student admitted in this category is not guaranteed admission to a specific degree program or to all courses offered by the community college. A student admitted in the category may enroll for six credit hours.
 4. All Special student applicants should contact Admissions for more information.

Eligible for "Special Student" Admission

1. Students not meeting any of the provisions for "Regular Student" Admission (listed above) may be admitted on an individual basis with the approval of college officials and, as appropriate, the consent of parents and recommendation of the student's school. This includes, but is not limited to, students under 18 and those still enrolled in high school.

ADMISSION PROCEDURES

All Students Must...

1. Complete an Application for Admission for their first semester only.
2. Before the end of their first semester of enrollment, supply documents as required by their admission status. These documents include, but are not limited to those shown on the next page.

DOCUMENTS REQUIRED FOR ADMISSION

| <u>Admission Status*</u> | <u>Required Documents</u> |
|---|--|
| (H) High School Graduate | Copy of high school diploma or high school transcripts verifying graduation. |
| (G) G.E.D. Completer | G.E.D. certificate or score report. |
| (T) Transfer Student | Official transcripts from all colleges previously attended. |
| (M) Mature Student | Questionnaire and interview required. (A student admitted in this category who is not a high school graduate or a G.E.D. completer will be encouraged to attain a G.E.D. prior to completion of 15 hours at CCCC.) |
| (C) Concurrent Enrollment at NAU | No documents required in this category. |
| (E) Earned Degree Student | No documents required in this category. |
| (P) Previous Work Student | No documents required in this category. |
| (NP) Academic Probation Student (NS) Academic Suspension Student | Questionnaire and interview required. Students who are not in good academic standing at a previous college/university may be required to provide official transcripts; admission of these students is handled on a case-by-case basis. |
| (S) Special Student | Students still enrolled in high school must complete a special form and obtain parental permission in writing. High school recommendation may also be required. Those seeking admission as "special students" with high test scores must provide ACT/SAT test results. |
| Non-U.S. Citizens | Appropriate visas or other international documents. (See also "International Students", page 23.) |

*(See the next page for detailed description of each status. See also "Admission Requirements" and "Admission Procedures" on the previous page).

Mailing Address for Official Transcripts

Official high school and college/university transcripts, as required, should be mailed directly to the College at the address shown below. Transcripts which are hand-carried to the College by the student are not considered official.

Office of the Registrar
Coconino County Community College
3000 North 4th Street, Suite 17
Flagstaff, Arizona 86004

summer session) will have their tuition refunded on the basis of the following schedule:

1. Prior to the beginning date of the session, 100% of tuition paid will be refunded.
2. Prior to 5:00 p.m. on the 2nd calendar day of the session, 100% of tuition paid, minus a \$10.00 processing fee, will be refunded.
3. From 8:00 a.m. on the 3rd calendar day of the session to 5:00 p.m. on the 3rd calendar day of the session, 50% of tuition paid will be refunded.
4. After 5:00 p.m. on the 3rd calendar day of the session, no refund will be made.

Students officially dropped from SHORTER CLASSES (those meeting less than 15 weeks in Fall or Spring and less than 5 weeks in either Summer Session) will have their tuition refunded on the basis of the following schedule:

1. Prior to the beginning date of the class itself, 100% of tuition paid will be refunded.
2. After the beginning date of the class itself, no refund will be made.

This restricted refund schedule for SHORTER CLASSES is necessary due to the limited period of class time.

REFUND OF CLASS FEES

Class fees will be refunded only prior to the first class meeting. After the first class meeting, class fees will not be refunded.

CANCELLED CLASSES

In the event a class is cancelled by the College, a 100% refund will be made for the cancelled class.

TIMING OF REFUND

Any refund due the student will be processed within two to four weeks and will be mailed to the student's last known address unless prior arrangements have been made with the Business Office. It is the student's responsibility to notify the College of any change in address.

EXCEPTIONS TO REFUND POLICY

In the case of circumstances not covered by this policy, students may appeal a refund

decision in writing to the Dean of Student Services.

NON-PAYMENT

A student who fails to meet financial obligations to CCCC may be dropped from classes and will be barred from future enrollment until debts are settled.

WITHHOLDING STUDENT RECORDS

Students with outstanding obligations to the College relating to fees, college equipment or materials, or any other obligation may be denied enrollment, transcripts, grades, transfer of credits, degrees, and/or certificates of completion. Failure to respond to notifications regarding outstanding obligations may result in the withholding of student records and involuntary withdrawal from the college.

RETURNED CHECKS

ANY CHECK RETURNED BY THE BANK WILL RESULT IN THE ASSESSMENT OF A \$10.00 PROCESSING FEE TO THE INDIVIDUAL MAKING PAYMENT. Any waiver of the \$10.00 fee due to a bank error will necessitate a clearance from the bank BEFORE the charge is adjusted. A student who pays for registration or any other College obligation with a Returned Check may be subject to legal action and/or the cancellation of registration. CCCC reserves the right to refuse credit cards or checks for any transaction. Paying for the use of other College services by personal checks may be disallowed for any individual who has a check returned by the bank. If any payment tendered is unauthorized, incomplete, or received after the due date, registration fees will be considered as unpaid and the student's classes cancelled.

DEFERMENT OF TUITION

The College offers a deferment plan allowing students to pay 1/2 of tuition at registration. The balance must be paid in two equal payments due one month and again two months after the first day of classes. If a student fails to pay the deferred amount, classes may be cancelled and future registration will be denied until the deferment is settled in full. A student who drops courses may be liable for the total deferred amount or a portion thereof depending upon the date of drop. See "Refund Policy". A deferment fee of \$5.00 is charged for this service. Deferment arrangements should be made prior to registration. Summer Session registrations and mail-in registrations are not eligible for deferment, but must be paid in full.

FINANCIAL AID

As of the publication of this catalog, CCCC students are not yet eligible for federal or state financial aid programs. Efforts are continuing to obtain approval to provide federal and state financial aid programs including the Pell Grant, College Work Study, and loans. When approval is obtained, notice will be made to students via direct mail and through newspapers and other media. Pending CCCC's approval to participate in federal and state financial aid programs, students are encouraged to utilize present College sources although these are limited and require early application. For example, a limited number of Community Scholarships covering the cost of full-or part-time tuition are available to students transferring to CCCC; or entering the college as new students from high school, with a G.E.D., or as mature returning learners. A limited number of student employment positions are also available. Students work from 5 to 20 hours per week. Scholarship and employment applicants must prove financial need. Scholarship and employment applications are available from the Office of Student Financial Aid at the Flagstaff Administrative Center, 3000 N. 4th Street, Suite 17, Flagstaff, Arizona 86004.

RESIDENCY REQUIREMENTS

A student's residency status for tuition purposes is determined based upon information supplied on college applications and affidavits as well as additional information provided by the student. Upon admission, a student is notified of his/her residency status. Appeals or questions regarding residency status should be directed to Admissions, Coconino County Community College, 3000 North 4th St., Suite 17, Flagstaff, Arizona 86004.

A. Residency Procedures

The following guidelines concerning the determination of residency for tuition purposes are the result of existing Arizona law (A.R.S. 15-1801 etc.) and regulations of the State Board of Directors for Community Colleges of Arizona, which are subject to Arizona Statutes. Due to the complexity in interpreting these laws, students having difficulty in determining their residency should contact Admissions for further explanation.

1. Each applicant shall have the question of legal residence determined at the time of admission. Registration and payment of fees will be in accordance with the residency assigned at the time of official

admission. Official admission occurs when admission application data supplied by the student is entered into the College computer system and an admission letter is generated. The admission letter mailed to the student's last known address shall be considered official notice of the student's residency for tuition purposes.

2. The Registrar is the College official responsible for making the initial domicile classification. In determining a student's classification, the College may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The College may request written or sworn statements or sworn testimony of the student.
3. An appeal of the initial classification may be made to the Residency Appeals Committee whose membership is appointed by the College President. The appeal must be in writing, signed by the student and accompanied by a sworn statement of all facts relative to the matter. The appeal must be filed with the College Registrar within ten days of notification of residency classification. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the Appeals Committee shall be final.

B. Definition of Terms

1. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Association.
2. "Continuous attendance" means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or other such intersessions beyond the normal academic year in order to maintain continuous attendance.
3. "Domicile" means a person's true, fixed and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.

4. "Emancipated person" means a person who is neither under a legal duty of service to parents, nor entitled to the support of such parents under laws of the state.
5. "Parent" means person's mother or father, or if one parent has custody, that parent, or if there is no surviving parent or if the whereabouts of the parents are unknown, then the guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. In-State Student Status

1. Except as otherwise provided in this article no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
2. A person is not entitled to classification as an in-state student until domiciled in this state for one year, except that a person who is physically present in this state is entitled to classification as an in-state student if that person meets one of the following requirements:
 - a. One's parent's domicile is in this state, and one's parent is entitled to claim one as an exemption for state and federal tax purposes.
 - b. One is an employee of an employer which transferred such person to this state for employment purposes or one is the spouse of such employee.
3. The domicile of an unemancipated person is that of such person's parent.
4. Any unemancipated person who remains in this state when such person's parent, who was domiciled in this state, moves from this state is entitled to classification as an in-state student until the attainment of the degree for which currently enrolled, so long as such person maintains continuous attendance.
5. A person who is a member of the armed forces of the United States stationed in the state pursuant to military orders, or who is the spouse or a dependent child (as defined in Section 43-1001) of a person who is a member of the armed forces of the United States stationed in the state pursuant to military orders, is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.

6. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

D. Alien In-State Student Status

An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

E. Presumptions Relating To Student Status

Unless the contrary appears to the satisfaction of the registering authority of the community college at which a student is registering, it shall be presumed that:

1. No emancipated person has established a domicile in the state while attending any educational institution in this state as a full time student, as such status is defined by the State board of Directors for Community Colleges, in the absence of clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

OUT-OF-COUNTY FEES

No student is required to pay out-of-county fees or tuition, however residents of Arizona counties which do not have established community college districts are required to complete an Out-of-County Affidavit so that their county can be billed. The counties are: Gila, Santa Cruz, Apache, and Greenlee. Affidavits are available from CCCC Admissions.

ACADEMIC PROCEDURES

The procedures in this section are administered jointly by the Dean of Instruction, and by the Dean of Student Services: Registrar

CLASS ORIENTATION

At the beginning of each credit course, instructors shall give each student a written course syllabus which includes attendance requirements, a formal evaluation plan, grading criteria for the course and other pertinent information. A formal evaluation plan may not be required in a non-credit course.

ATTENDANCE

Because attendance is essential to academic success, Coconino County Community College students are expected to attend regularly and punctually all classes in which they are enrolled. Attendance requirements must be published in the course syllabus distributed to students.

Instructors may drop a student whose unexcused absences exceed the equivalent of one week of class; instructors should drop a student whose unexcused absences exceed the equivalent of two weeks of class; instructors must drop a student whose unexcused absences exceed three weeks of class. These need not be consecutive absences. Instructors may grant excused absences at their discretion. At the instructor's option, tardies may accumulate as unexcused absences with each tardy counting not more than one class hour.

After the mid-point of the instructional period (seven weeks for a regular semester-length class), instructors have the option of either dropping a student for excessive absences or granting the grade earned. Students who prefer to be dropped must contact the instructor. Otherwise, they may receive a grade of "F" for the course. No student may drop a class during the last two weeks of the semester (see also the section on "Student Services"). Students dropped by instructors will be sent a notice of drop to their last known address. Students given a "W" (withdrawal) or a grade will be sent a grade report to their last known address.

Instructors may establish a more stringent attendance policy. Instructors are under no obligation to make special arrangements for students who have missed class assignments due to unexcused absences. Students are

responsible for notifying their instructors in advance of any planned absences and for completing all class assignments as required.

RELIGIOUS HOLIDAYS

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of Coconino County Community College. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least one week prior to the holiday, students shall submit to their instructor(s) a written statement which contains the date of the holiday and the reason class attendance is impossible.

CLASSES CANCELLED/WEATHER

On rare occasions classes will be cancelled community-wide due to severe weather or school emergencies. Such cancellations will be communicated in one of two ways. If public school officials in any community close schools during the day, thus making the buildings used by our classes inaccessible, CCCC classes are likewise cancelled. Announcements regarding public school closures are generally aired in the mornings on local radio stations. Once CCCC confirms that public schools are closed, they will issue a similar statement regarding CCCC classes to be aired periodically throughout the day on local radio stations.

Despite the fact that public school day classes are held, weather conditions later in the day, or other emergencies, may justify the cancellation of evening classes. The faculty will be telephoned if such a decision is made and they in turn will be asked to contact students. Faculty and students may also listen to local radio stations between the hours of 3:00 - 6:00 p.m. for cancellation announcements or call the College for an answering machine message concerning class cancellations.

Classes cancelled in either manner listed are not subject to make-up requirements unless such cancellations accumulate to the extent that the number of cancellations equal the number of class meetings in three weeks (3 for a class that meets once a week and 6 for a

class that meets twice weekly). In such unlikely circumstances, all faculty affected will be notified of special arrangements for make-up activities.

GRADING SYSTEM

The Coconino County Community College grading system is as follows:

| LETTERS | GRADES | GRADE POINTS |
|---------|-------------------|----------------------|
| A | Excellent | 4 grade pts per hour |
| B | Good | 3 grade pts per hour |
| C | Average | 2 grade pts per hour |
| D | Unsatisfactory | 1 grade pt per hour |
| F | Failure | 0 grade pts per hour |
| I | Incomplete | Not computed in GPA |
| W | Withdrawal | Not computed in GPA |
| Au | Audit | Not computed in GPA |
| | (no credit) | |
| S | Satisfactory | Not computed in GPA |
| U | Unsatisfactory | Not computed in GPA |
| IP | In Progress Grade | Not computed in GPA |

ACADEMIC HONORS LIST

The Academic Honors List consists of all students who have a semester grade average of 3.50 or better at the end of any grade period in which they have completed 12 or more hours.

The Academic Distinction List consists of all students who have a semester grade average of 3.50 or better at the end of any grade period in which they have completed 6 through 11 hours.

INCOMPLETE GRADES

A grade of "I" may be requested by a student only at the end of a semester in which the student has done the following:

1. Averaged a grade of "C" or better in at least 80% of the work required for the course;
2. Presented a case documenting circumstances which prevented completion of the course requirements;
3. Entered into the "Contract for Incomplete Grade" with the instructor.

All contracts must be reviewed by the Dean of Instruction. It is the exclusive responsibility of each student receiving an Incomplete to contact the instructor and complete the course within ninety days of the contract date. The instructor will then initiate a change of grade form. If the instructor is no longer available, the student should contact the Dean of Instruction. If the work required is not completed within

ninety days, the grade specified on the contract will be posted to the permanent record. Open entry/open exit courses are not covered by this policy.

WITHDRAWAL

The terms "withdrawal" and "drop" refer to actions which end the student's class enrollment. If a drop occurs prior to and including the 45th class day of the semester, no record will appear on the student's transcript. However, a student who drops a class on the 46th day or later will be assigned a "W" (withdrawal) on the student transcript. A student may also be dropped (or assigned a "W") by the instructor for non-attendance.

A student who drops, or is dropped, from all classes such that he/she is no longer in attendance for a semester, may be required to complete further procedures if it is determined that the student owes a financial debt to the College, has not returned library or other materials, etc. A student's ID card may be invalidated by dropping all classes.

AUDIT

A student wishing exposure to a College class may elect to audit the course. The decision to audit, or to change from an audit to A-F or S/U status, must be made no later than the last day to add classes. (See "Student Services" section for add deadlines.) Regular attendance at all class meetings is the responsibility of the student, but writing assignments and examinations are not mandatory. An "audit" grade will be awarded for satisfactory attendance. Courses audited carry no credit toward the grade point average, toward graduation, or toward meeting professional requirements. Audit units do not count toward determining eligibility for Financial Aid purposes. Audits may be repeated for credit. Once a student registers for, and completes a class as an auditor, the audit on the permanent record may not be changed to a credit earning grade.

An audit fee of \$25.00 per credit hour will be charged in addition to tuition. Students enrolling for credit will have priority over those auditing.

S/U GRADES

If a course description (see back section of Catalog) indicates a course may be taken for a satisfactory or unsatisfactory (S/U) grade, the student may elect the S/U option. This must be

done in writing, with the consent of the instructor, no later than the deadline to add classes. The deadline to add classes is also the deadline to change from an S/U to A-F or audit status. (See "Student Services" section for add deadlines.) Students electing an S/U should be aware that:

1. Once awarded, the "S" or "U" cannot be changed to a letter grade;
2. Neither the "S" nor the "U" carry credit toward the grade point average;
3. The "S" carries credit toward graduation, or toward meeting professional requirements, only in the case of the Associate of General Studies Degree and certain certificates;
4. The "S" shows on the transcripts as credits earned for the semester, and the "S" can be used in a limited fashion toward meeting the hours required of a full-time student and toward determining Financial Aid eligibility;
5. The "U" shows on the transcript, but not as credits earned for the semester; therefore, the "U" does not count toward meeting the hours required of a full-time student or toward determining Financial Aid eligibility;
6. If a course taken S/U is a prerequisite for another course, an "S" grade will satisfy the prerequisite; a "U" will not.

IP GRADE

In cases where circumstances warrant, the instructor may assign an in progress (IP) grade. An IP grade is not to be used in place of an incomplete (I) grade. The IP grade is used where it is known at the time of registration that class completion will require in excess of a single semester or session. A written IP grade contract should be completed by the instructor and the student. The contract must have definite starting and ending times. The IP contract must be approved in advance by the Dean of Instruction. Once the contract is successfully completed, the IP grade will be changed to a letter grade assigned by the faculty supervising the IP.

REPEATING COURSES

A course may be repeated according to the following guidelines:

Type of Course, Number of Repeats

Fundamental Skills Courses, As required to gain skill level*

University Parallel Courses, One time only**

Vocational Skill Courses, Two times only**

Activity Courses, (music, PE, drama, art, etc.)

Four times unless repeatable for credit**

The original course title and grade remains as part of the permanent record, but only the highest grade earned will be computed for graduation and cumulative grade point average. Students need not repeat a course which they have failed unless it is a prerequisite for another course, or is a course required for graduation or transfer, or unless the student's grade point average must be improved.

*A student who fails a fundamental skills class twice will be given remediation.

**State certification mandates may affect the number of repeats allowed. A student may be allowed to repeat a course beyond the limit with the approval of the appropriate division chair.

REPEATING FOR CREDIT

Certain courses can be repeated for credit; these are identified in the course description section in the back of the catalog. Where a course is approved to repeat for credit, all grades and credits earned are used in computing the semester and cumulative grade point averages and credit hours. However, depending on the student's major, only a portion of hours earned in repeat-for-credit course may be applied toward graduation.

ACADEMIC DISHONESTY

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own, or the act of seeking unfair academic advantage through cheating, are violations of the College's "Code of Student Conduct." The details of this Code and consequences for Code violations are available in the Office of the Dean of Student Services. The general descriptions below emphasize those boundaries of academic conduct which are essential to the learning environment. The following acts of academic dishonesty are among those which may lead to College disciplinary action or possible dismissal:

1. Plagiarism.

Plagiarism is defined as submitting assignments, examinations, or other academic

work which is not entirely the work of the student. This can include, but is not limited to, such practices as:

- a. Quoting without giving proper credit to a source;
- b. Expanding someone else's work without giving proper credit;
- c. Adopting as one's own an actual document (including the copying of computer or other electronic media);
- d. Directly using someone else's ideas rather than words without giving proper credit.

2. Cheating

Cheating is defined as submitting assignments, examinations, or other work which is based upon sources or activities forbidden by the instructor. Cheating includes the furnishing of materials to another person for purposes of aiding that person to cheat. When an unfair academic advantage is gained by a person through deception or other means, that action is defined as cheating.

3. Violation of Copyright

The unauthorized copying of copyrighted material, whether print or computer media, is unacceptable and is considered an act of academic dishonesty. Moreover, such practice is illegal and makes the violator subject to legal penalty.

The following penalties may be applied in instances of academic dishonesty:

1. A student caught in an act of academic dishonesty on an assignment for an instructor shall, at the discretion of the instructor, be assigned a grade of "F" for that assignment.
2. A student caught in the act of academic dishonesty on an assignment for an instructor shall, at the discretion of the instructor, be assigned a grade of "F" for the entire course regardless of the length of time the student has been in attendance in the course.
3. A student found to have committed an act of academic dishonesty, upon the recommendation of the Academic Standards Committee shall be dismissed from Coconino County Community College. The length or time period of the dismissal will depend upon the nature of the offense and may include a permanent dismissal of the student.

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

PROBATION

A student will be placed on academic probation if the cumulative grade point average is less than the following:

| <u>Cumulative Semester Credit Hours</u> | <u>Cumulative Minimum Grade Point Average</u> |
|---|---|
| 0 - 15 | 1.60 |
| 16 - 30 | 1.75 |
| 31 - 45 | 1.90 |
| 46 + | 2.00 |

Students should be aware that graduation requires a minimum grade point average of 2.00.

Students on academic probation may take no more than 12 credit hours per semester (6 credit hours per summer session) unless approved for more by the Academic Standards Committee consisting of representatives appointed by the President (see next page).

SUSPENSION

A student on academic probation who fails to raise the cumulative grade point average to the required minimum (see above) will be placed on academic suspension and barred from registration for the period of one semester (two consecutive summer sessions).

READMISSION

An academically suspended student can apply for readmission following at least one semester (two consecutive summer sessions); the student will be placed on academic probation.

DISMISSAL

A previously academically suspended student who is readmitted on academic probation has one semester (or two consecutive summer sessions) in which to raise the cumulative grade point average to the required minimum (see above). If unable to do so, the student will be academically dismissed. An academically dismissed student may not re-enroll for at least twelve consecutive months from the ending date of the last semester or summer session in attendance. An academically dismissed student is eligible to apply for re-admission to the College after this 12-month period; re-admission applications will be reviewed by the Academic Standards Committee and decisions made on a case-by-case basis. Application for re-admission does not guarantee that a student will be re-admitted. After being re-admitted

following academic dismissal, a student must raise the cumulative grade point average to the required minimum (see above). This must be done by the close of the semester of re-admission with the student taking no more than 12 semester hours. If the student does not raise the cumulative grade point average to the required minimum (see above), the student will be separated from the college permanently unless a petition for reinstatement is submitted and approved.

PETITION FOR REINSTATEMENT

A student who has been placed on academic dismissal may submit to the Dean of Student Services a petition in the form of a letter stating the courses for which he/she would like to enroll and the reasons why the dismissal should be waived or changed. This must be submitted at least one week prior to the beginning of the semester or summer session for which the student seeks enrollment. The petition will be reviewed by the Academic Standards Committee. The Committee may elect to approve the petition as submitted, to approve the petition with conditions (limited coursework, specific classes allowed others denied, etc.), to uphold dismissal, or to take other action which the Committee deems is in the best interest of the student. The decision of the Committee represents the final decision of the College. A reinstated student has one semester to raise the cumulative grade point average to the required minimum (see above) or be again dismissed. The hour load for that semester will be determined by the Committee. A student dismissed a second time following a petition of reinstatement will not be allowed to present a second petition for reinstatement, but will be considered permanently separated from the college.

"FRESH START" PROCEDURE

After repeated academic difficulties, a student may be counseled to change majors, seek tutoring, or otherwise adjust educational goals. In the context of this counsel, the student and an advisor/sponsor (faculty or student services administrator) may request that the Academic Standards Committee review a written plan for re-enrollment. Such a plan should be tailored to the student's situation and may take many forms including a request to expunge (remove) certain grades from the cumulative grade point average. Such requests for a "fresh-start" will be reviewed on a case-by-case basis with decisions considering both academic standards and the best interest of the student.

NOTICE TO STUDENTS

Students affected by the procedures in this section will be notified of probation, suspension, dismissal, separation, status of petitions, and other actions via written notice sent to the student's last known address.

ACADEMIC STANDARDS COMMITTEE

The President will appoint an Academic Standards Committee which will develop procedures for reviewing cases of academic dishonesty, probation, suspension, and dismissal. The Committee will include representatives from academic administration, faculty, student services and the student body.

STUDENT COMPLAINTS CONCERNING INSTRUCTIONAL MATTERS

When students contact the College to express concerns about instruction or relationship issues with their instructors (including grade appeals), such concerns should be aired and resolved in a manner which is fair to all involved. The emphasis in resolution should be a timely, informal process which supports dialogue between the instructor and student. Issue resolution is seen as an opportunity for both the student and instructor to gain a better understanding of their respective roles and to improve the College climate by constructively addressing issues of mutual concern. It is the belief of the College that a majority of issues can be resolved informally between student and instructor.

PROCEDURE

1. Informal Contact

Ideally, the student should first present his/her concern to the instructor involved. Sufficient dialogue must occur to assure that the instructor is aware of the nature of the problem and provides the student with a verbal response to the issues raised by the student.

2. Mediation

- a. Should the complaint not be resolved by discussion between the instructor and student, and should the student wish to pursue the matter, the student must present a written request to the Dean of Instruction stating the nature of the problem, the instructor's response, and a suggested resolution.
- b. At any time during this procedure, after a written document is introduced, the student may choose a peer to

accompany him/her to any meeting which is called to resolve the conflict. This is not a legal procedure and, therefore, the student may not choose to be accompanied by an attorney.

- c. The Dean of Instruction must respond in writing to the student's written document within ten calendar days. A copy of the student's written complaint and the Dean's written response will be provided to the instructor.
- d. When the student receives the Dean's written response, he/she has ten calendar days to respond in writing and request a meeting with the Dean, the instructor, and the full-time faculty person who is in charge of the academic area in question.
- e. This meeting and its outcome represents the end of the College's responsibility to reconcile the issues.

STUDENT CLASSIFICATION AND STANDING

Freshman: A student who has earned fewer than 30 semester hours of credit.

Sophomore: A student who has earned 30 or more semester hours of credit, but has not earned a degree.

Full-time Student:

| <u>Enrolled for...</u> | <u>During a session of...</u> |
|------------------------|-------------------------------|
| 12 or more hours | 10 or more weeks |
| 6 or more hours | 5 weeks to less than 10 weeks |
| 4 or more hours | less than 5 weeks |

Part-time Student:

| <u>Enrolled for...</u> | <u>During a session of...</u> |
|------------------------|-------------------------------|
| 1-11 hours | 10 or more weeks |
| 5 or fewer hours | 5 weeks to less than 10 weeks |
| 3 or fewer hours | less than 5 weeks |

ACADEMIC LOAD: SEMESTER

The normal academic load is defined as 15-16 credit hours per semester. A student may take no more than 18 credit hours in a single Fall or Spring semester. A student with a CCCC or transfer grade point average of 3.00 or better for at least one previous semester or summer of 12 or more hours is eligible to petition the Dean of Student Services to carry in excess of the 18 hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

ACADEMIC LOAD: SUMMER

Students enrolled in summer session should bear in mind that summer classes are intensive classes, therefore an academic load of 12 hours for the entire summer is the recommended maximum. A student with a CCCC or transfer grade point average of 3.00 or better for at least one previous semester or summer of 12 or more hours is eligible to petition the Dean of Student Services to carry in excess of the 12 hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

FINAL EXAMS

Final examinations are required in all credit classes. Under no circumstances should a student make employment, travel, or personal plans which conflict with examination periods.

COURSE PREREQUISITES

Some classes have prerequisites. These are listed adjacent to class in the SCHEDULE OF CLASSES BULLETIN and in the course descriptions in the back section of this catalog. A prerequisite can either be an appropriate placement test score, or a class which precedes the class in question, or certain skills (such as typing), or "consent of the instructor" (COI). A student WILL NOT BE ALLOWED TO ENROLL IN A COURSE WHICH REQUIRES A PREREQUISITE UNLESS HE/SHE HAS PRESENTED EVIDENCE OF HAVING SATISFIED THAT PREREQUISITE. Evidence includes: 1) CCCC or NAU math or English placement test results, or 2) a copy of transcripts or a grade report showing completion of an appropriate prerequisite course with a "C" or better, or 3) consent of instructor. (To seek instructor consent in Flagstaff, contact the faculty at 527-1222, prior to registration. For other areas, call the Area Coordinator prior to registration). Students seeking to prove prerequisites with evidence such as transcripts and grade reports must SEND OFFICIAL TRANSCRIPTS TO CCCC or BRING THEIR EVIDENCE WITH THEM TO REGISTRATION. The College reserves the right to require official transcripts or other documents if the evidence presented by the student does not clearly prove that course prerequisites have been met. Students who completed prerequisite classes or tests more than 5 years prior to the semester in which prerequisite proof is required must take the CCCC math and English placement tests.

CHOICE OF CATALOG

A student may choose to be governed by the procedures outlined in any one CCCC catalog in effect during their dates of registration for credit at the College, with the following exceptions: 1) Students who totally withdraw from the College (with all "W's" posted on the CCCC transcript) for more than two consecutive semesters (excluding summer) forfeit the opportunity to choose any catalog prior to the one in effect at the date of their re-enrollment. 2) No student may choose to be governed by the procedures of a catalog issued more than five years prior to the year in which catalog choice is made.

A student must choose only one catalog. A student will not be allowed to choose a combination of procedures from differing catalogs, however (having elected a single catalog) a student can petition to waive certain catalog procedures, or substitute procedures from other catalogs in effect during their dates of registration for credit at the College. Such petitions should have the consent of a faculty advisor from the student's major area and must be presented in writing using an assigned format to the Registrar no later than mid-semester of the semester where the student seeks waiver or substitute or, for graduates, no later than one semester prior to the graduation semester. Petitions will be reviewed by the Academic Standards Committee. Decisions of the Committee will represent the final College action. See also "Graduation Procedures."

COMPUTER LABS

Computer labs are available for student use during scheduled class time. At some locations labs are also available for "open" use. During open lab, students may schedule lab time. Students must provide their own data disks, but they are not allowed to use outside software in school computers.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) is a community service jointly funded by the U.S. Small Business Administration and CCCC. The Center provides services and training to assist small businesses throughout Coconino County. For further information, contact the SBDC at 526-5072, or statewide 1-800-266-5072, or 3000 N. 4th Street, Suite 27, Flagstaff, AZ 86004.

TECH-PREP PROGRAM

The Tech-Prep Program is a joint project

involving CCCC, Coconino County high school districts, business and industry. These participants work together to promote special high school courses which lead into occupational two-year degree programs at CCCC. For further information, contact the Tech-Prep Coordinator at 527-1222, or statewide 1-800-350-7122, or write 3000 N. 4th Street, Suite 17, Flagstaff, AZ 86004.

NON-CREDIT COURSES

The College offers non-credit courses and workshops periodically. A non-credit course or workshop carries its own fee and the class time invested cannot, under any circumstances, be converted to credit.

WORKSHOPS: 199

The College offers group workshops to meet the needs of groups of students who have an interest in pursuing an original study in an academic area under faculty supervision. Courses designated 199 are workshop courses. Credit earned in workshop courses does not automatically count toward graduation; prior arrangements need to be made to count such credit toward graduation. Interested students should contact the Dean of Instruction. (See also "Graduation Procedures").

SPECIAL TOPICS: 298

The College offers special topics courses to meet the needs of an individual student who has an interest in pursuing an original topic in an academic area under faculty supervision. Courses designed 298 are special topics courses. Credit earned in special topics courses does not automatically count toward graduation; prior arrangements need to be made to count such credit toward graduation. Interested students should contact the Dean of Instruction. (See also "Graduation Procedures.")

INDEPENDENT STUDY: 299

The College offers independent study courses designed to meet the needs of an individual student who has an interest in pursuing an original project in an academic area under faculty supervision. Courses designated 299 are independent student courses. Credit earned in independent study courses does not automatically count toward graduation; prior arrangements need to be made to count such credit toward graduation. Interested students should contact the Dean of Instruction. (See also "Graduation Procedures")

STUDENT SERVICES

The procedures in this section are administered by the Dean of Student Services: Office of Student Financial Aid and Registrar.

ADMISSION AND REGISTRATION

Students should register for classes in accordance with calendars and procedures published in the College SCHEDULE OF CLASSES BULLETIN. To participate in registration, a new student must have completed an application for admission. A student who has not attended the College for 12 continuous months will be required to reapply for admission. Students in the following categories are admitted conditionally pending receipt of documents verifying or clarifying their status (see pages 8-10 for more details): high school graduates, G.E.D. completers, transfer students, mature students, (without high school diploma or G.E.D.), students on academic probation at previous college, students on academic suspension at previous college, and "special" students especially those taking classes while still enrolled in high school. Students in the foregoing categories who do not provide required documents may be barred from participation in future registrations.

CHANGES IN ENROLLMENT (15 week classes)

In accordance with calendars and procedures in the College Schedule of Classes Bulletin, students may make adjustments in their registered schedules by dropping and/or adding classes. Students enrolled in full semester length 15-week classes may add no later than the 14th calendar day of the semester. Students may drop without a "W" (withdrawal) being recorded on their transcript prior to and including the 45th calendar day. On the 46th calendar day, and thereafter, a student drop will be recorded on the transcript as a "W" (withdrawal). No student initiated withdrawal will be processed during the last two weeks of instruction of the semester or during finals week. Exceptions to this procedure may be presented in writing to the Registrar. Students should be aware that they can be dropped by the instructor for unexcused absences (see "Academic Procedures: Attendance").

CHANGES IN ENROLLMENT (Summer)

In accordance with calendars and procedures in the College Schedule of Classes Bulletin, students may make adjustments in their registered schedules by dropping and/or adding

classes. Students enrolled in summer classes may add no later than the 7th calendar day of the summer session. Students may drop without a "W" (withdrawal) being recorded on their transcript no later than the 7th calendar day. On the 8th calendar day and thereafter, a student drop will be recorded on the transcript as "W" (withdrawal). No student initiated withdrawal will be processed during the last two weeks of instruction of the summer session. Exceptions to this procedure may be presented in writing to the Registrar. Students should be aware that they can be dropped by the instructor for unexcused absences (see "Academic Procedures: Attendance").

REGISTERING FOR OR ADDING AND DROPPING "SHORTER COURSES"

Registration for shorter classes, (those meeting less than 15 weeks in Fall or Spring, less than 5 weeks in Summer session) will be accepted prior to the first class meeting; a short course may be added with permission prior to the second class meeting. Dropping a short course once the class has begun will result in a "W" (withdrawal) being recorded on the student transcript. Exceptions to this procedure may be presented in writing to the Registrar. Students should be aware that they can be dropped by the instructor for unexcused absences. (See "Academic Procedures: Attendance").

COURSE PREREQUISITES

Some classes have prerequisites. Students WILL NOT BE ALLOWED TO ENROLL IN A COURSE WHICH REQUIRES A PREREQUISITE UNLESS THEY PRESENT EVIDENCE OF HAVING SATISFIED THAT PREREQUISITE. (See page 20 for details).

MATH AND ENGLISH PLACEMENT TESTING AND READING ASSESSMENT

All degree-seeking students, or students wishing to enroll in mathematics or English courses, must take placement tests in math and English to determine appropriate classes. Transfer students who can demonstrate course prerequisites or requirements are exempt from math and English placement testing. Students who completed prerequisite classes or tests

more than 5 years prior to the semester in which prerequisite proof is required must take the CCCC math and English placement tests. All full-time and degree-seeking students must take a reading assessment. (See also "Graduation Procedures").

Ideally, math and English placement testing and the reading assessment should be completed during the first semester of enrollment, and the English, mathematics, and reading requirements should be pursued in each subsequent semester until those requirements are fulfilled.

Degree seeking students will not be allowed to enroll in classes after completion of 18 hours if they have not taken appropriate placement tests and completed the reading assessment.

DISABLED STUDENT SERVICES

Services, policies and procedures related to disabled student services are available in the office of the Dean of Student Services. Any student requiring special services should contact the Dean at least eight weeks before enrollment to ensure consideration of needed services. Failure to contact the Dean eight weeks before enrollment *may result in limited services*. It is the student's responsibility to make contact with the Dean. Questions and concerns should be directed to:

Coconino County Community College
Dean of Student Services
3000 North 4th Street, Suite 17
Flagstaff, Arizona 86004
Phone: (602) 527-1222
Toll Free (602) 1-800-350-7122

FINANCIAL AID

(See previous catalog section on "Financial Information: Financial Aid").

STUDENT EMPLOYMENT

(See previous catalog section on "Financial Information: Financial Aid").

INTERNATIONAL STUDENTS

At present, Coconino County Community College is not approved as a study site for students who are not United States citizens. Coconino County Community College is not authorized to issue I-20 documents nor will full time attendance at Coconino County Community College by a non-citizen satisfy F-1 student status. International students with a visa status other than F-1, as well as those F-1 visa students attending and in status at

Northern Arizona University, may be eligible for limited study at Coconino County Community College. Contact Admissions for further information.

STANDARDS OF STUDENT CONDUCT

Coconino County Community College offers each of its students the opportunity to learn in an environment where individual rights are respected. As in any group situation, respect for individual rights is best achieved when each group member acts in ways which are reasonable and responsible. Certain conduct is inconsistent with the learning environment and that conduct is subject to standards set by the College. The College receives its authority to set conduct standards under the policies of the State Board of Directors for Community Colleges of Arizona. These policies, in turn, are guided by laws enacted by the Arizona State Legislature.

The College's specific standards of conduct and consequences associated with conduct violations are detailed in the "Code of Student Conduct" available in the Office of the Dean of Student Services. A general listing is shown below. The conduct standards specified below are not all-inclusive, but they serve to emphasize those boundaries of conduct which are necessary for the security and well-being of students attending Coconino County Community College. The following conducts are among those which may lead to College disciplinary action or possible dismissal:

1. Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the city, county, state, or nation.
2. Possession, use, solicitation, or distribution of intoxicating liquors, narcotics, controlled substances, or illegal drugs on College-owned or controlled property.
3. Theft or conversion of College-owned or personal property; or possession of stolen property; or unauthorized entry into College-owned or controlled property.
4. Malicious destruction of College or personal property.
5. Endangering or threatening the life or physical safety of others or self, including detention or physical abuse of any person.
6. Failure to meet financial obligations to the College.
7. Falsification or misuse, including forgery, of College records or documents. This includes misuse of the student ID card.

8. Knowingly furnishing false or incomplete information to the College or to a College representative or official in response to an authorized request; this includes a legitimate request by an identified College official that a person identify him/herself.
9. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on College-owned or controlled property except as expressly authorized by the law or by institutional regulation.
10. Behavior which interferes with the orderly functioning of the College, or interferes with an individual's pursuit of an education, or disrupts the learning environment on College-owned or controlled property or during an authorized College class, field trip, seminar, or other meeting or College-related activity on or off College property. This includes College classes conducted in facilities rented or leased by the College.

TRANSCRIPTS

Transcripts are mailed from the Registrar's Office. A student must file a written request with that office and allow one week for processing. Each request costs \$2.00. CCCC will provide another school with transcripts reflecting CCCC classes only. Students desiring transcripts for courses taken at colleges other than CCCC must contact the Registrar of the college where the courses were completed.

TUTORING

The College provides tutoring services in math and English. During certain semesters, other subjects may also be available. In Flagstaff, tutoring services are available through the Learning Lab at 3000 North 4th Street. At other sites, contact the Area Coordinator.

STUDENT ID CARDS

Effective Fall Semester 1992, enrolled students will be issued a photo identification (ID) card. There will be no charge for the initial card; however, a replacement fee of \$10.00 will be charged to replace a lost card. Unauthorized use of the student ID card is subject to disciplinary action. (See "Standards of Conduct," above).

LIBRARY SERVICES

CCCC students are eligible to use the services of Northern Arizona University's Cline Library. A list of eligible students is provided to NAU each semester. To use the Cline Library,

students must identify themselves as CCCC students with a copy of their class schedule and provide a photo ID such as a driver's license or, when available, a CCCC ID card.

CCCC students utilizing the Cline Library must follow NAU library procedures. Students are responsible for returning materials checked out and for paying overdue fines. Unpaid fines may result in a loss of CCCC class registration privileges. Students outside the Flagstaff area are encouraged to utilize their local city/county library and, as needed, to inquire at their local library regarding inter-library loan to acquire materials not available locally.

STUDENT NEWSPAPER

A student newspaper, The Communicator, is published periodically. Students interested in contributing to the newspaper are encouraged to contact the Dean of Student Services.

STUDENT ACTIVITIES

As CCCC evolves, students will have opportunities to participate in voluntary activities including general interest support groups, clubs, music activities, and possibly intramural sports. The development of such activities will depend upon student interests and the availability of resources and faculty/staff sponsors.

SCHEDULE OF CLASSES BULLETIN

Each semester and summer session a BULLETIN is published listing course dates, times, and locations as well as a calendar and detailed procedures.

STUDENT HOUSING

Coconino County Community College is not a residential campus and does not provide housing. Students are responsible for making arrangements for housing and should begin looking for accommodations a few months before they plan to begin school. For further information and assistance, contact the Dean of Student Services.

EDUCATIONAL OPPORTUNITY CENTER (EOC)

Beginning Summer 1992, the College will have an EOC on campus. Students 19 or older can receive help at the Center in making career and college decisions. Contact the EOC at 527-1222.

VETERAN'S PROGRAMS

The procedures in this section are administered by the Dean of Student Services: Office of Student Financial Aid.

VETERAN'S EDUCATIONAL BENEFITS (APPROVAL PENDING)

CCCC is seeking approval to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. Eligible students and those who wish to determine their future eligibility should apply at the Office of Student Financial Aid, Coconino County Community College, 3000 N. 4th Street, Suite 17, Flagstaff, AZ 86004 or call 602-527-1222. In Arizona, 1-800-350-7122. All following sections represent anticipated practices pending approval to train veterans.

Veterans who are making an initial application for their G.I. Bill benefits must provide a certified copy of their military record (DD 214). Eligible dependents who are making an initial application under Chapter 35 must provide a copy of their birth certificate and, if possible, the parent's V.A. claim number.

Once CCCC is approved for Veteran's Educational Benefits, advance payment of benefits by the V.A. is recommended for all programs in order to meet students' financial obligations. Requests for advance payment may be made up to 30 days before the semester begins; however, in-state students should allow six to eight weeks and out-of-state students eight to ten weeks so the V.A. has sufficient time for processing.

Students who intend to attend CCCC under the V.A. vocational rehabilitation program should contact their vocational rehabilitation specialists before registration. This contact may be made through the CCCC Office of Student Financial Aid. Additional services to be offered by the CCCC Office of Student Financial Aid include application for all V.A. benefits, professional educational counseling, tutorial assistance, and referral services.

VETERANS' ADMISSION

By Arizona statute, no failing grades received by a veteran at an Arizona university or

community college prior to military service may be considered when determining admissibility. This exception applies only to veterans who were honorably discharged, have served in the U.S. Armed Forces for a minimum of two years, and have previously enrolled at a university or community college in Arizona.

Students admitted or re-admitted to CCCC under this statute are subject to academic standards, graduation, and other academic regulations in this catalog.

VETERANS' DEFERMENT OF TUITION PAYMENTS

Tuition deferments may be available to veterans and their dependents. To be eligible for a deferment, a student must be a transfer student or a new student who is eligible for V.A. benefits. Continuing students are not eligible, although students who experience V.A. related delays in payment that are beyond their control may be eligible. A student's failure to properly apply for benefits each semester is not grounds for a deferment. All deferments must be approved by the CCCC Office of Student Financial Aid in cooperation with the CCCC Business Office. For additional information, contact the Office of Student Financial Aid.

CREDIT FOR MILITARY SERVICE

Procedures for granting college credit for military service are being developed. Depending on the outcome of this development, veterans with 18 months' consecutive active duty may be awarded up to four hours of elective credit toward graduation. Veterans who have earned a commission in the armed forces may be allowed to petition the Registrar for additional credit hours up to a maximum of 12 credit hours. The evaluation of military credit is completed only after a student has been admitted to the College and all required documentation has been submitted. Contact the Registrar for details.

VETERANS' RETENTION

All veterans and dependents of veterans must

successfully complete 60 percent of their coursework with the individual grades and cumulative grade point average required by CCCC to continue toward graduation. If less than 60 percent of the coursework is completed, or if the grade point average falls below that required by the academic probation/suspension/dismissal policy (page 18), veterans or veterans' dependents will be placed on probation the following semester. If individual grades and the cumulative grade point averages are not maintained during that semester, the veteran or veterans' dependents will be suspended or terminated from their educational allowances effective the ending date of the semester, and notice will be sent to the V.A. regional office within 30 days following.

When the progress or status of a veteran is changed, a notice will be sent by the College to the V.A. regional office within 30 days following the date of the change or the last day of attendance.

ATTENDANCE

Veterans and veterans' dependents are paid to attend and complete coursework. Attendance records are maintained by all faculty. If at any time the Office of Student Financial Aid is notified that a veteran's attendance is inconsistent with College standards (see the section of "Academic Procedures"), benefits may be reduced accordingly and the V.A. regional office notified. In some cases, the veteran may be dropped for non-attendance (see "Academic Procedures").

PROGRAM OF STUDY

All veterans must choose a program of study and take only those courses that fulfill the degree requirements. Proper counseling and course planning are highly encouraged. Veterans and veterans' dependents are not allowed to enroll in course repeats, course audits, or independent study courses without prior approval by the Office of Student Financial Aid.

VETERANS PRO RATA REFUND FOR NON-ACCREDITED CLASSES

Effective only for the period while CCCC is seeking accreditation, a veteran whose drop is officially processed by the Registrar's Office will have tuition refunded on the basis of the

following schedule:

1. Prior to the beginning date of a full semester length (15 week) class, a summer session class, or a shorter class, 100% of tuition paid will be refunded. Class fees if any will also be refunded in full.
2. After a College class of any length has begun, a veteran who is dropped will be charged a prorated portion of the total charges (tuition and fees) consistent with the length of the completed portion. The balance will be refunded to the veteran minus a \$10.00 processing fee.

To be eligible for this pro rata refund, the veteran must make his or her status known to the College in advance of registration by providing a copy of the DD214 to the Office of Student Financial Aid. Furthermore, the veteran should identify their veteran status when dropping classes.

CLOCK HOURS FOR CCCC CLASSES

Clock hours for CCCC classes are based on 750 clock minutes per semester hour awarded.

CREDIT BY EXAMINATION

The procedures in this section are administered jointly by the Dean of Student Services: Registrar, and by the Dean of Instruction.

Note: The procedures in this section are under review and are not applicable until Fall Semester 1992 at which time they may appear in amended form. Students are cautioned to exercise care in academic planning which involves credit by examination and to consult with the Office of the Dean of Instruction and the Registrar for current guidelines.

CREDIT BY EXAMINATION

Credit by examination is recognized by CCCC as a method by which students can legitimately gain credit for college courses in which they can demonstrate proficiency. Not all College courses can be satisfied by credit by examination. Courses which can be satisfied by credit by examination must be approved by the College and by the department or academic area of which the course is a part. Where examinations for credit are provided, they are governed by the general regulations which follow and by procedures of specific CCCC departments or academic areas. In particular, the awarding of credit as well as the exemption from specific courses which may result from credit by examination, is done as a result of consultation between the CCCC department or academic area of which the course is a part, faculty from the student's academic major, and the Registrar.

1. Credit by examination issues should be addressed early, ideally before the student is within one semester (15 hours) of fulfilling hours required for graduation.
2. Credit earned by examination becomes part of the student's CCCC academic record, but such credit is not transferable to other schools and colleges. A student who transfers from CCCC to another school must consult that school for an evaluation of credit by examination.
3. CCCC reserves the right to withhold credit for examinations taken more than 5 years prior to the semester during which the student requests credit.
4. Credits earned by examination have value only as they apply to degree or certificate programs. Credits earned by examination do not count toward a student's semester hour load for eligibility for financial aid, loan deferment, insurance, or other such purposes.
5. A maximum of 20 credit hours earned by examination may be applied to an Associate Degree. A maximum of 9 credit hours earned by examination may be applied to a Certificate program. In the event that a student has examination credits in excess of these maximums, the Registrar (in consultation with faculty and the student) will attempt to provide the student with maximum benefit by considering such concepts of waiver of prerequisites, independent study, etc.
6. Students who desire to repeat a particular examination for credit may be required to wait from one semester to one year following the first attempt. Under no circumstances will students be permitted to take a examination for credit for the same course more than twice.
7. Credit earned by examination will not be awarded for a course which is equivalent to, more elementary than, or substantially overlaps another course in which the student is currently enrolled or has already earned college/university credit even if the credit earned was for a grade below "C".

Types of Examinations. Credit by examination includes four categories of examinations:

1. Advanced Placement (AP) Program, administered by the College Entrance Examination Board.
2. Nationally normed standardized examination programs recognized by CCCC, in particular, the College Level Examination Program (CLEP).
3. Special instructor designed examinations for credit.
4. Field work experiences directed by faculty.

Advanced Placement (AP). Students who have taken a College Entrance Examination Board advanced placement course in high school and who have scores of 5 or 4 are eligible to receive college credit as well as advanced placement by exemption from CCCC courses. Those students who have received a score of 3 may receive college credit and/or advanced placement but not necessarily both. A score of 1 or 2 does not provide either advanced placement or college credit. An official AP transcript is required to evaluate scores for credit. The following list shows CCCC course exemptions and/or credit given for specific scores on advanced placement examinations:

| AP EXAM AND SCORES | CCCC | CREDIT |
|-------------------------|-----------------------------------|--------|
| American History | | |
| 4,5 | HIS 131-132 | 6 |
| 1,2,3 | None | None |
| Art History | | |
| 3,4,5 | No CCCC Course | |
| 1,2 | None | None |
| Art Studio | | |
| 3,4,5 | Faculty will evaluate portfolios. | |
| Biology | | |
| 4,5 | BIO 184, 190 | 8 |
| 3 | BIO 180 | 4 |
| 1,2 | None | None |
| Chemistry | | |
| 4,5 | CHM 151-152 | 7 |
| 3 | CHM 151 | 3 |

AP EXAM

| AND SCORES | CCCC | CREDIT |
|---|-----------------|--------|
| Computer Science | | |
| 4,5 | CIS 120 | 3 |
| 3 | None | None |
| English (Language and Composition or Literature and Composition) | | |
| 5 | ENG 101-102 | 6 |
| 4 | ENG 101 | 3 |
| 3 | enroll in 101 | None |
| European History | | |
| 4,5 | No CCCC Course | |
| 1,2,3 | None | None |
| Math Calculus AB | | |
| 4,5 | MAT 136 | 5 |
| Math Calculus BC | | |
| 5 | MAT 136, 137 | 10 |
| 3,4 | MAT 136 | 5 |
| Music Listening and Literature | | |
| 3,4,5 | MUS 100 | 3 |
| 1,2 | None | None |
| Music Theory | | |
| 3,4,5 | MUS 100 | 3 |
| 1,2 | | None |
| Spanish, French, or German Language | | |
| 4,5 | 101,102,201,202 | 16 |
| 3 | 101-102 | 3 |
| 1,2 | None | None |
| Spanish, French, or German Literature | | |
| 3,4,5 | No CCCC course | |
| Physics B | | |
| 3,4,5 | PHY 151,152 | 8 |
| Physics C - Mechanics | | |
| 3,4,5 | PHY 161 | 4 |
| Physics C - Electricity and Magnetism | | |
| 3,4,5 | No CCCC course | |

To Order an AP Transcript. CCCC requires an official AP transcript. Students can order their AP transcript by phoning (212) 713-8000 or writing: AP Exams, P.O. Box 6671, Princeton, New Jersey 08541-6671. The request should include your name at the time of test, approximate date you took the test, your date of birth, and your identification number (SSN). A fee of \$5.00 was required as of the printing date of this catalog, however, the student should telephone to confirm the cost. Official AP transcripts should be mailed to: Office of the Registrar, Coconino County Community College, 3000 N. 4th Street, Suite 17, Flagstaff, AZ 86004.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). Credit may be earned through the successful completion of CLEP general and subject (specific course area) examinations. The exact amount of credit earned is determined by considering the courses in which the student is currently enrolled and the courses in which the student has previously earned credit. *It is the responsibility of individual students to consult with the Registrar's Office to determine the amount of credit they can potentially earn from each CLEP examination.* The CLEP general examinations may count toward satisfying CCCC's general education requirements; general examinations are evaluated by the Registrar's Office. CLEP subject examinations (covering specific course areas) may count toward satisfying specific courses; evaluations of subject examinations is made by the Registrar's Office through consultation with the appropriate department. Only credit (no grade) will be recorded for courses where a test score qualifies as acceptable (50th percentile or higher). CLEP scores are reported directly to the student and to the Office of the Registrar when requested by the student. Official CLEP transcripts are required to evaluate scores for credit.

To Order a CLEP transcript. CCCC requires an official CLEP transcript. Students can order additional copies of their CLEP transcript by phone (215) 750-8420 or writing: CLEP Transcript Service, The College Board, Princeton, NJ 08541. The request should include your name at the time of test, approximate date you took the test, your date of birth, and your identification number (SSN). A fee of \$5.00 was required as of the printing date of this catalog, however, the student should telephone to confirm the cost. Official CLEP transcripts should be mailed to Office of the Registrar, Coconino County Community College, 3000 N. 4th Street, Suite 17, Flagstaff, AZ 86004.

To Take a CLEP Examination. At present CCCC is not a CLEP test site. In Flagstaff, students can make arrangements for CLEP testing through the Northern Arizona University Counseling and Testing Center, 523-2261. Students in other County locations should contact their local school district to determine the nearest CLEP test site.

CLEP GENERAL EXAMINATIONS

The CCCC general education foundation studies English requirement may be met by successfully completing the CLEP general exam in English composition with Essay. To obtain credit for ENG 101 or 102, the candidate must achieve a score in the 50th percentile or above. No credit is given for the English exam without essay, but the results may be used for placement.

Credit in the other general education areas may be obtained by scoring at the 50th percentile or higher on the CLEP general exams in Natural Science, Social Science, History, and Humanities. Depending on the student's major, the general exam in Mathematics may also yield general education credit, however a student cannot use a CLEP score to satisfy College Algebra (MTH 110).

| <u>CLEP GENERAL EXAMS</u> | <u>LIBERAL STUDIES CREDIT</u> |
|--|---|
| English Exam with Essay | 3-6 hours Foundation Studies: English |
| Humanities Exam | 6 hours - Area Studies: Art and Humanities |
| Natural Science Exam | 4 hours - Area Studies: Physical/Biological Sciences |
| Social Science/ History Exam | 16 hours - Area Studies: Social and Behavioral Sciences |
| Math Exam | 3 hours - Foundation Studies: Math (not 110) |

CLEP SUBJECT EXAMINATIONS

CLEP subject examinations are evaluated for specific course equivalency credit by the Registrar's Office in consultation with the appropriate department. If students have taken a CLEP Subject Examination and scored at the 50th percentile or higher, the earned credit is applied to the appropriate course as determined by the advisor and chair/coordinator of the department in which the credit is sought.

CLEP LANGUAGE EXAMINATIONS

Scaled scores are used by CLEP in reporting language test results. Raw scores are converted to scaled scores so the scores for all test forms will have the same value regardless of the form used. CCCC grants credit based on the scaled scores below. Credit for 102, 201, and 202 level classes is dependent upon the scaled score plus an oral examination.

| Class | Spanish Scaled Scores | French Scaled Scores | German Scaled Scores | Credit Hours |
|--------------|--------------------------------------|-------------------------------------|-------------------------------------|-------------------------|
| 101 | 40-49 | 39-48 | 39-45 | 4 |
| * | 50-54 | 49-53 | 46-50 | 8* |
| ** | 55-61 | 54-62 | 51-59 | 12** |
| *** | 62-80 | 63-80 | 60-80 | 16*** |

*Credit given for both 101 and 102 level if oral exam is successfully passed.

**Credit given for 101,102, and 201 level if oral exam is successfully passed.

***Credit given for 101, 102, 201 and 202 level if oral exam is successfully passed.

SPECIAL INSTRUCTOR DESIGNED EXAMS

CCCC recognizes that the knowledge and competencies required to fulfill certain College course and program requirements can be measured by examinations developed by instructors. As credit examinations are developed, students will be informed.

FIELD WORK DIRECTED BY FACULTY

CCCC recognizes that the knowledge and competencies required to fulfill certain College course and program requirements can be demonstrated in the context of field work directed by faculty. As field work opportunities are developed, students will be informed.

TRANSFERRING CREDIT TO CCCC

The procedures in this section are administered jointly by the Dean of Student Services: Registrar, and by the Dean of Instruction.

BASIC GUIDELINES

Course work completed at accredited institutions with a grade of C, its equivalent, or better will be evaluated for transfer credit. Courses graded S/U will not be accepted for credit transfer, but may be accepted as having met prerequisites. Credit must be considered applicable toward the student's program objective at CCCC. The Registrar must receive an official transcript directly from the college or university where credit was earned. Upon a student's written request (in the form of a "Transfer Evaluation Request") the Registrar will evaluate official transcripts for credit.

Transfer grades are not calculated in the students' CCCC grade point average.

In evaluating credit for transfer, CCCC is guided by recommendations endorsed by the American Association of Collegiate Registrars and Admissions Officers in the Association's publication "Transfer Credit Practices of Designated Educational Institutions."

TRANSFER PROCEDURE

Students who desire to transfer previous college or university credits to CCCC must formally request a transcript evaluation. Forms are available from the Office of Admissions or the Registrar, or call 527-1222 to obtain a "Transfer Evaluation Request," form. Here are some helpful guidelines for students considering transfer of credit to CCCC:

1. An official transcript evaluation will only be conducted when official copies of all transcripts have been received by CCCC. An official copy is one which has been mailed directly from the student's previous school to CCCC. Students must request transcripts by contacting their previous colleges and universities. The Registrar can help with addresses if needed to contact previous schools.

2. The student should have transcripts sent from all previous colleges or universities attended regardless of how long ago courses were taken and regardless of the grades earned. Credits earned more than five years ago may be subject to special evaluation especially if the subject matter is dated, but it is still to the student's advantage to have all transcripts sent to CCCC. As for grades, students will not be penalized for previous grades, but part of the official transcript evaluation requires that students certify that they are declaring all previous credits. Failure to inform CCCC of all previous college work could interfere with future graduation from CCCC.
3. If the student has not declared a CCCC major at the time a transcript evaluation is requested, that evaluation will be subject to future review when a major is declared. Although it is not required, it is best, if possible, for the student to have a major in mind when an evaluation is requested.
4. The transcript evaluation procedure includes a review process where the student can request clarification. For example, if a student is refused transfer credit for a class, or if credit is not granted in an area the student feels is appropriate, the student can request a review. At the review, the student is invited to meet with a transcript evaluator to discuss his or her concerns. It aids the review process if the student has copies of previous school catalogs or other information which will assist in clarifying the classes in question.

Official transcripts should be mailed directly to: Registrar, Coconino County Community College, 3000 N. 4th Street, Suite 17, Flagstaff, Arizona 86004

TRANSFERRING CREDIT FROM CCCC TO OTHER COLLEGES AND UNIVERSITIES

The procedures in this section are administered jointly by the Dean of Student Services: Registrar, and by the Dean of Instruction.

TRANSFERABILITY OF CREDITS

The Coconino County Community College (CCCC) District is one of ten state community college districts approved by the State Board of Directors for Community Colleges of Arizona. The academic policies and the operation of CCCC are governed by the local CCCC Board of Directors and by the State Board. CCCC adheres to the Transfer General Education Core Curriculum approved by the Arizona Board of Regents (governing body for state universities) and by the State Board for Directors for Community Colleges of Arizona. CCCC classes follow curriculum approved by the State Board, and courses numbered 100-299 are eligible for transfer to other colleges and universities. Students or institutions wishing to determine the transferability of a particular CCCC course should follow this procedure:

1. For CCCC courses taught Fall Semester 1991 or Spring Semester 1992. To facilitate the transfer process during CCCC's initial two semesters of operation, one of Arizona's accredited community colleges (Yavapai College) permitted CCCC to use its course prefix and number system, and its course outlines. Students or institutions wishing to determine the transferability of a particular CCCC course taught either Fall Semester 1991 or Spring Semester 1992 should consult the Yavapai College section of the 1991-92 *Course Equivalency Guide* published by the Arizona Commission for Postsecondary Education.
2. For CCCC courses taught Summer Session I 1992 forward. Beginning Summer Session I 1992, students or institutions should consult the 1992-93

Course Equivalency Guide published by the Arizona Commission for Postsecondary Education. The 1992-93 *Course Equivalency Guide* is due to be distributed in July 1992.

ORDERING OFFICIAL TRANSCRIPTS

Transcripts are mailed from the Registrar's Office. A student must file a written request with that office and allow one week for processing. Each request costs \$2.00. CCCC will provide another school with transcripts reflecting CCCC classes only. Students desiring transcripts for courses taken at colleges other than CCCC must contact the Registrar of the college where the courses were completed.

For questions regarding transferability of credits, or to order transcripts, contact the Registrar, Coconino County Community College, 3000 N. 4th Street, Suite 17, Flagstaff, AZ 86004 or call: (602) 527-2222 or statewide toll free 1-800-350-7122.

GRADUATION PROCEDURES

The procedures in this section are administered by the Dean of Student Services: Registrar.

APPLICATION FOR GRADUATION

Students who feel they will be eligible to graduate with a CCCC degree or certificate at the close of either Summer or Fall must consult their academic advisor and contact the Registrar to complete an application for graduation by March 15. Spring semester applications for graduation and advisor consultation must be completed by October 15. A choice of catalog must be declared at the time of application. The purpose of the application is to start a graduation check procedure to ensure that all requirements are met by the graduation semester. A non-refundable fee of \$10 is required to initiate a graduation check.

CHOICE OF CATALOG

Students seeking to graduate generally have a choice of fulfilling degree or certificate requirements in any one CCCC catalog in effect during their dates of registration for credit at the College. However, there are limitations; see "Academic Procedures: Choice of Catalog" for details.

GRADUATION WITH HONORS: DEGREES

Graduating degree students who complete at least 30 credits at Coconino County Community College and whose grades qualify will be granted the following designations:

GRADUATION WITH MERIT:

3.25 TO 3.499 GRADE POINT AVERAGE

GRADUATION WITH DISTINCTION:

3.500 TO 2.799 GRADE POINT AVERAGE

GRADUATION WITH HONORS:

3.800 TO 4.000 GRADE POINT AVERAGE

These designations will be shown on diplomas and listed on students' official transcripts.

GRADUATION WITH HONORS: CERTIFICATES

Graduating certificate students who complete at least 15 credits at CCCC and whose grades qualify as shown above will be granted the designations listed above. These designations will be shown on certificates and listed on students' official transcripts.

GRADUATION REQUIREMENTS

The requirements to earn each CCCC degree and certificate are detailed in the "Academic Programs" section which begins on page 35. Requirements are also summarized in this section in brief paragraphs and in a chart. Degree and certificate seeking students are advised to work closely with their academic advisor to ensure that they are making appropriate progress toward fulfilling graduation requirements.

MINIMUM HOURS TO GRADUATE

To graduate with an Associate Degree, the student must complete a minimum of 64 credit hours. Minimum hours for a certificate vary (see "Academic Programs").

MINIMUM GRADE POINT AVERAGE

No student may graduate with a cumulative grade point average of less than 2.00.

MINIMUM CCCC HOURS

To graduate from Coconino County Community College, a student must pass a minimum number of hours for credit at CCCC. All courses used to meet the credit hour minimum must be completed with a grade of "C" or better.

1. To earn an Associate of Arts, Associate of Applied Science, or Associate of Science Degree, the student must successfully complete at least 15 credit hours of CCCC coursework applicable to the degree, and in the major.
2. To earn an Associate of General Studies Degree, the student must successfully complete at least 15 credit hours of CCCC coursework applicable to the degree.
3. To earn a certificate, the student must successfully complete at least 6 credit hours of CCCC coursework applicable to the certificate.

S/U GRADES

Only students graduating with the Associate of General Studies Degree (AGS) or certain certificates may count "S" grades toward graduation. A maximum of 12 credits may be completed with a grade of "S" for the AGS; no more than 3 credit hours of "S" can count for the certificate if the program allows.

COURSES NUMBERED BELOW 100

Only students graduating with an Associate of General Studies Degree may count courses numbered below 100 toward graduation. A maximum of 12 credits may be completed in courses numbered below 100.

CREDIT BY EXAMINATION

To graduate with an Associate Degree, the student can apply no more than 20 credit hours of credit by examination. A maximum of 9 credit hours of credit by examination can be applied to certificate completion if the program allows.

COLLEGE READING REQUIREMENT

Students applying for graduation in an Associate Degree program must demonstrate reading competency in order to graduate with an Associate Degree. A student must demonstrate college-level reading competency measured by college assessment or successful completion of ENG 141, "Critical Reading." Students who demonstrate competency on assessment, or students who successfully complete the appropriate reading course will have met this requirement.

WORKSHOPS, INDEPENDENT STUDY, AND SPECIAL TOPICS COURSES

A limited number of credits earned in workshops (199), independent study (299), and special topics courses (298) can count toward meeting graduation requirements. Students should consult with their academic advisor prior to arranging for workshops, independent study or special topics courses. (See also "Academic Procedures", page 21.)

WAIVER OR SUBSTITUTION OF GRADUATION REQUIREMENTS

Students may petition for waiver or substitution of graduation requirements. Petitions will be evaluated on a case-by-case basis by the Academic Standards Committee. Petitions must be submitted no later than the application deadline for the semester in question unless waiver of the deadline itself is a goal of the petition. In such a case the petition will be accepted no later than April 15 for Summer or Fall Semester, and November 15 for Spring.

GRADUATION CEREMONIES

Procedures for commencement ceremonies are being developed. These will be announced as appropriate. In the event that ceremonies are not yet established and a student is officially graduated, an official College diploma or certificate will be issued and the student will be eligible to participate in the next immediate scheduled ceremony.

SUMMARY OF CCCC GRADUATION REQUIREMENTS

| | MIN HRS | MIN CUM GPA | MIN CCCC HRS | MAX S/U CREDITS | MAX CLASSES BELOW 100 | MAX CREDIT BY EXAM |
|-----|--------------------|-------------|--------------|---------------------|-----------------------|---------------------|
| AA | 64 | 2.00 | 15 | 0 | 0 | 20 |
| AS | 64 | 2.00 | 15 | 0 | 0 | 20 |
| AAS | 64 | 2.00 | 15 | 0 | 0 | 20 |
| AGS | 64 | 2.00 | 15 | 12 | 12 | 20 |
| C | Varies See Program | 2.00 | 6 | 3 If program allows | 0 | 9 If program allows |

AA = Associate of Arts Degree;

AAS = Associate of Applied Science Degree

C = Certificate

AS = Associate of Science Degree

AGS = Associate of General Studies Degree

ACADEMIC PROGRAMS

ASSOCIATE OF ARTS DEGREE

The Associate of Arts Degree is designed for transfer students and requires a minimum of 64 credit hours with a cumulative grade point average of 2.0 or higher. Courses numbered below 100 and courses taken for S/U credit may not be counted toward this degree. A minimum of 41 of these hours must be completed in the general education core curriculum with a grade of "C" or better. No more than 20 hours may be earned in credit by examination.

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 64 credit hours with a cumulative grade point average of 2.0 or higher. Courses numbered below 100 and courses taken for S/U credit may not be counted toward this degree. A minimum of 25 of these hours must be completed in the general education core curriculum with a grade of "C" or better. Although many courses may transfer, this degree is not intended for transfer to a university. No more than 20 hours may be earned in credit by examination.

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree is designed for transfer students and requires a minimum of 64 credit hours with a cumulative grade point average of 2.0 or higher. Courses numbered below 100 and courses taken for S/U credit may not be counted toward this degree. A minimum of 41 of these hours must be completed in the general education core curriculum with a grade of "C" or better. No more than 20 hours may be earned in credit by examination.

ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires 64 credits with a cumulative grade point average of 2.0 or higher. A maximum of 12 credits may be completed in courses numbered below 100; a maximum of 12 credits may be completed with a grade of "S". No more than 20 hours may be earned in credit by examination. Students must complete a minimum of 25 hours of general education courses, but are otherwise free to explore new areas of interest. This degree is not recommended for students planning to transfer to a university; the A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

CERTIFICATE PROGRAMS

Certificate programs are designed to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses in vocational areas. Some programs may be intermediate steps towards the Associate of Applied Science degree. Depending on the certificate, 3 credits may be completed with a grade of "S" for Cooperative Education. For some certificates, up to 9 credit hours may be earned in credit by examination.

GENERAL EDUCATION REQUIREMENTS

General education core curriculum courses are required in all associate degree programs. General education provides basic skills and exposes students to broad areas of knowledge generally expected from an educated person. Such knowledge provides a basis for university study or life-long education. These courses require that students learn to better understand and appreciate themselves, their culture, the larger society, the history and culture of mankind, the principles of effective communication, and the principles of mathematics, science and technology. Foundation Studies give students the basic reading, writing, and mathematical skills needed in everyday life and in occupational areas, including critical reading and observation, precise writing, reasoning, problem solving, interpreting, and synthesizing. Area Studies include arts and humanities, social and behavioral sciences, and physical and biological sciences, with further emphasis on analysis, evaluation, critical writing, logical reasoning, and independent thinking. The general education core curriculum enhances the student's ability to communicate effectively, think rationally, and act responsibly as a contributing member of society.

SUMMARY OF GENERAL EDUCATION REQUIREMENTS

| | Assoc. of Arts Assoc. of Science | Assoc. of Gen. Studies (See page 43) | Assoc. of App. Science |
|-------------------------------------|-------------------------------------|--|---------------------------|
| FOUNDATION STUDIES: | | | |
| English | 6 | 6 | 6 |
| Mathematics | 3 | 3 | 3 |
| AREA STUDIES: | | | |
| Art and Humanities | 9 | 6-8 | 6-8 |
| Physical and Biological Sciences | 8 | 3-4 | 4 |
| Social and Behavioral Sciences | 9 | 6-8 | 6 |
| OPTIONS: | | | |
| See following pages | 6 | 0-1 | 0-1 |
| TOTAL MINIMUM CREDIT HOURS: | 41 | 25 | 25 |

GENERAL EDUCATION CORE CURRICULUM

FOUNDATION STUDIES:

| | | |
|---------|-----|----------------------------------|
| ENG 101 | (3) | College Composition I |
| ENG 102 | (3) | College Composition II |
| MTH 110 | (3) | College Algebra |
| MTH 114 | (3) | Concepts of Mathematics |
| MTH 135 | (5) | Precalculus |
| MTH 136 | (5) | Calculus and Analytic Geometry I |
| MTH 231 | (3) | Business Calculus |
| MTH 270 | (3) | Elementary Statistics |

ARTS and HUMANITIES:

| | | |
|-------------|-------|---|
| ART 100 | (3) * | Art Appreciation |
| ENG 110 | (3) | Introduction to Literature |
| ENG 139 | (3) * | Introduction to Creative Writing |
| ENG 237 | (3) | Women in Literature |
| ENG 238 | (3) | Literature of the Southwest |
| ENG 270 | (3) * | Creative Writing: Fiction |
| ENG 271 | (3) * | Creative Writing: Poetry |
| ENG 272 | (3) * | Creative Writing: Non-fiction |
| HUM 241:242 | (3:3) | Humanities I and II |
| MUS 100 | (3) | Music Appreciation |
| MUS 145 | (3) | Jazz History and Literature |
| PHI 101 | (3) | Introduction to Philosophy |
| PHI 111 | (3) | Introduction to Moral and Social Philosophy |
| THR 135 | (3) | Introduction to the Theater |

* These courses do not currently fulfill General Studies requirements at ASU.

PHYSICAL and BIOLOGICAL LABORATORY SCIENCES:

| | | |
|-------------|-------|---------------------------------------|
| BIO 180 | (4) | Principles of Biology |
| BIO 184 | (4) | Plant Biology |
| BIO 190 | (4) | Animal Biology |
| BIO 201:202 | (4:4) | Human Anatomy and Physiology I and II |
| CHM 130 | (4) | Fundamental Chemistry |
| CHM 151:152 | (4:4) | General Chemistry I and II |

| | | |
|-------------|-------|------------------------------------|
| GEO 131 | (4) | Introduction to Physical Geography |
| GLG 101 | (4) | Physical Geology |
| GLG 102 | (4) | Historical Geology |
| PHY 111:112 | (4:4) | General Physics I and II |
| PHY 141 | (4) | Concepts of Physics |
| PHY 161:262 | (5:5) | College Physics I and II |
| PHY 180 | (4) | Introduction to Astronomy |

SOCIAL and BEHAVIORAL SCIENCES:

| | | |
|-------------|-------|--|
| ANT 102 | (3) | Introduction to Cultural Anthropology |
| ANT 110 | (3) | Exploring Archeology |
| BUS 204 | (3) | Principles of Economics-Macro |
| BUS 205 | (3) | Principles of Economics-Micro |
| GEO 133 | (3) | World/Regional Geography |
| HIS 131:132 | (3:3) | United States History I and II |
| POS 100 | (3) | Introduction to Politics |
| POS 102 | (3) | Civil Liberties and American Democracy I |
| POS 221 | (1) | Arizona Constitution and Government |
| POS 222 | (2) | National Constitution and Government |
| PSY 131 | (3) | Introduction to Psychology |
| PSY 233 | (3) | Social Psychology |
| PSY 234 | (3) | Child Growth and Development |
| SOC 101 | (3) | Introduction to Sociology |
| SOC 130 | (3) | Human Sexuality |
| SOC 140 | (3) | Marriage and the Family |

GENERAL EDUCATION OPTIONS:

Option courses may be chosen from the preceding list or from the following:

| | | |
|-------------|-------|--|
| CIS 120 | (3) | Introduction to Computer Information Systems |
| SPA 101:102 | (4:4) | Beginning Spanish I and II |
| SPA 202:202 | (4:4) | Intermediate Spanish I and II |
| SPC 100 | (3) | Fundamentals of Speech Communication |

COMPUTER INFORMATION SYSTEMS

Associate of Arts Degree

The Computer Information Systems program allows students to complete the first two years of a four-year computer information systems curriculum leading to a bachelor's degree. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|--------|-------------------------------|--------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MTH 110 College Algebra | 3 | SOC/BEHAV SCIENCE ELECTIVE | 3 |
| LAB SCIENCE COURSE | 4 | LAB SCIENCE COURSE | 4 |
| CIS 120 Intro Comp Info Syst | 3 | ARTS/HUMANITIES ELECTIVE | 3 |
| ACC 101 Principles of Acct I | 3 | ACC 102 Principles of Acct II | 3 |
| Semester Total 16 | | Semester Total 16 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|--------------------------------|--------|--------------------------------|--------|
| ARTS/HUMANITIES ELECTIVE | 3 | ARTS/HUMANITIES ELECTIVE | 3 |
| SOC/BEHAV SCIENCE ELECTIVE | 3 | SOC/BEHAV SCIENCE ELECTIVE | 3 |
| AREA STUDIES Required Elective | 3 | AREA STUDIES Required Elective | 3 |
| BUS 203 Business Law | 3 | BUS 104 Bus Communications | 3 |
| CIS 220 App Programming I | 3 | CIS 221 App Programming II | 3 |
| CIS Elective | 3 | CIS Elective | 3 |
| Semester Total 18 | | Semester Total 18 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-eight credit hours are required to complete this degree; equivalent to 850 clock hours.

BUSINESS ADMINISTRATION

Associate of Arts Degree

The Business Administration program allows persons to complete the first two years of a four-year business administration curriculum leading to a bachelor's degree. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-------------------------|---------------|------------------------------|---------------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MTH 110 College Algebra | 3 | CIS 120 Intro Comp Info Syst | 3 |
| LAB SCIENCE REQ | 4 | LAB SCIENCE REQ | 4 |
| SPC 100 Fund of Speech | 3 | BUS 104 Bus Communications | 3 |
| ACC 101 Prin of Acct | 3 | ACC 102 Prin of Acct II | 3 |
| Semester Total 16 | | Semester Total 16 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|---------------------------|---------------|-----------------------------|---------------|
| BUS 204 Prin Econ-Macro | 3 | BUS 205 Prin Econ-Micro | 3 |
| MTH 232 Bus Stat Analysis | 3 | PSY 101 Intro to Psychology | 3 |
| ARTS/HUMANITIES REQ | 4-6 | ARTS/HUMANITIES REQ | 4-6 |
| SOC/BEHAV SCIENCE REQ | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| AREA STUDIES | 3 | AREA STUDIES | 3 |
| Semester Total 16-18 | | Semester Total 16-18 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

A minimum of sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

GENERAL STUDIES

Associate of Arts Degree

The General Studies program allows students to complete the first two years of a four-year curriculum leading to a bachelor's degree. In addition to the General Education required courses, students may choose any courses numbered 100 or higher to complete the degree. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-------------------------|--------|-------------------------|--------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MTH 110 College Algebra | 3 | LAB SCIENCE REQ | 4 |
| LAB SCIENCE REQ | 4 | SOC/BEHAV SCIENCE REQ | 3 |
| ARTS/HUMANITIES REQ | 3 | Electives | 5-6 |
| Electives | 2-3 | | |
| Semester Total 15-16 | | Semester Total 15-16 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-----------------------|--------|-----------------------|--------|
| ARTS/HUMANITIES REQ | 3-4 | HUM 241 or 242 | 3-4 |
| SOC/BEHAV SCIENCE REQ | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| Electives | 9-10 | Electives | 9-10 |
| Semester Total 15-17 | | Semester Total 15-17 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

PRE-EDUCATION

Associate of Arts Degree

The Pre-Education program is designed for transfer to a four-year institution. This program fulfills the first two years' requirements for a Bachelor of Science Degree in elementary or secondary education. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|----------------------------|---------------|--------------------------|---------------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MATH REQUIREMENT | 3 | LAB SCIENCE REQ | 4 |
| ARTS/HUMANITIES REQ | 3 | SOCIAL/BEHAV SCIENCE REQ | 3 |
| LAB SCIENCE REQ | 4 | PSY 131 Intro to Psyc | 3 |
| EDU 200 Intro to Education | 3 | Elective | 3 |
| Semester Total 16 | | Semester Total 16 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-------------------------|---------------|------------------------------|---------------|
| ARTS/HUMANITIES REQ | 3 | HUM 241 or 242 | 3 |
| SOC/BEHAV SCIENCE REQ | 3 | SPC 100 Fund of Speech | 3 |
| POS 221 AZ Const & Gov | 1 | CIS 120 Intro Comp Info Syst | 3 |
| POS 222 Nat Const & Gov | 2 | Content Area Electives | 6-7 |
| Content Area Electives | 7-8 | | |
| Semester Total 16-17 | | Semester Total 15-16 | |

Suggested content areas are anthropology, English, history, humanities, mathematics, psychology, science, sociology, and Spanish.

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-four credit hours are required to complete this degree.

ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires 64 credits with a cumulative grade point average of 2.0 or higher. A maximum of 12 credits may be completed in courses numbered below 100; a maximum of 12 credits may be completed with a grade of "S". Students must complete a minimum of 25 hours of General Education, but are otherwise free to explore new areas of interest. This degree is not recommended for students planning to transfer to a university; the A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

THE REQUIRED GENERAL EDUCATION CORE CURRICULUM INCLUDES THESE COURSES:

| | ACADEMIC AREA | MINIMUM NUMBER OF CREDIT HOURS |
|----|---|-----------------------------------|
| 1. | COMMUNICATION | |
| | ENG 101 | 3 |
| | ENG 102, 135, OR 136 | 3 |
| 2. | MATHEMATICS | |
| | MTH 102 or higher number | 3 |
| 3. | ARTS AND HUMANITIES | |
| | Two courses from approved list | 6-8 |
| 4. | SOCIAL AND BEHAVIORAL SCIENCES | |
| | Two courses above 100 level chosen from anthropology, history, political science, psychology, social geography, sociology. | 6 |
| 5. | PHYSICAL AND BIOLOGICAL SCIENCES | |
| | One course above 100 level chosen from astronomy, biology, botany, chemistry, geology, physics, zoology, physical geography. | 3-4 |

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

ACCOUNTING

Associate of Applied Science Degree

The Accounting program is designed to prepare students to enter the Accounting profession at an entry-level position. The two-year program emphasizes internal accounting procedures and generally accepted principles as they apply to external reporting. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|--------|-------------------------------|--------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| ACC 101 Principles of Acct I | 3 | ACC 102 Principles of Acct II | 3 |
| BUS 204 Prin of Econ-Macro | 3 | BUS 210 Human Relations-Wkpl | 3 |
| MTH 103 Practical Finance | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| CIS 120 Intro Comp Info Syst | 3 | CIS 123 Spreadsheets | 2 |
| Semester Total 15 | | Semester Total 14 | |

SUMMER SESSION

SPC 100 Fundamentals of Speech 3

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|--------------------------------|--------|---------------------------------|--------|
| ACC 201 Intermed. Accounting I | 3 | ACC 202 Intermed. Accounting II | 3 |
| ACC 206 Acct. & EDP Systems | 3 | ACC 205 Cost Accounting | 3 |
| LAB SCIENCE REQ | 4 | ARTS/HUMANITIES REQ | 4 |
| ACC 105 Income Tax I | 3 | ACC 106 Income Tax II | 3 |
| ACC Elective | 3 | BUS Elective | 3 |
| Semester Total 16 | | Semester Total 16 | |

*Students are advised to refer to the course descriptions to ensure they have completed prerequisites.
(See Below)

Accounting and computer courses usually require a lab requirement for credit.

*A Cooperative Education component may be available with permission of the Department Advisor.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

FIRE SCIENCE

Associate of Applied Science

The Fire Science program is designed to prepare students to enter the Fire Science profession. This two-year program provides students with knowledge and skills which can be used to enter a wide variety of Fire Science positions. The program allows students the option of selecting courses emphasizing emergency medical, fire suppression, or fire prevention.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|---------------------------------|---------------|--------------------------------|---------------|
| ENG 135 Career Communication OR | | ENG 136 Career Writing OR | |
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MTH 110 College Algebra | 3 | LAB SCIENCE REQ | 4 |
| FSC 105 Firefighter I & II | 6 | FSC 236 Firefighter Occ Safety | 3 |
| FSC 232 Hazardous Material I | 3 | FSC 238 Emergency Scene Mgt | 3 |
| | | FSC 136 Fire App & Hydraulics | 4 |
| Semester Total 15 | | Semester Total 17 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-------------------------------|---------------|------------------------|---------------|
| ARTS/HUMANITIES REQ | 3-4 | ARTS/HUMANITIES REQ | 3-4 |
| SOC/BEHAV SCIENCE REQ | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| FSC 237 Hazardous Material II | 3 | Related Requirements | 6 |
| Related Requirements | 6 | Electives | 3-4 |
| Semester Total 15-16 | | Semester Total 15-17 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Students who plan to transfer to a university should take the ENG 101 - 102 sequence.

Related requirements are listed on the following page.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

FIRE SCIENCE DEGREE PROGRAM

RELATED REQUIREMENTS

Select 12 hours from the following courses:

| | |
|---------|---|
| FSC 101 | Fire Service Orientation and Indoctrination (2). |
| EMS 131 | Emergency Medical Technician Basic Course (6). |
| FSC 137 | Hazardous Materials First Responder Awareness (.5). |
| EMS 211 | Emergency Medical Technician Refresher (2). |
| EMS 231 | Intermediate Emergency Medical Technician I (6). |
| EMS 232 | Intermediate Emergency Medical Technician II (6). |
| BUS 209 | Principles of Supervision (3). |
| BUS 211 | Human Resources/Personnel Management (3). |
| FSC 135 | Fundamentals of Fire Prevention (3). |
| FSC 234 | Fire Investigations (3). |
| FSC 235 | Fire Protection Systems (3). |
| FSC 239 | Fire Department Company Officer (3). |
| FSC 241 | Fire Fighter Safety and Building Construction (3). |
| FSC 233 | Wildland Fire Suppression (3). |
| FSC 200 | Hazardous Materials First Responder (3). |

GENERAL BUSINESS

Associate of Applied Science Degree

The General Business program is designed to prepare students to enter the Business profession at an entry-level position. The two-year program provides students with general business knowledge and skills which can be used to enter a wide variety of business and industry positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|--------|-------------------------------|--------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| ACC 101 Principles of Acct I | 3 | ACC 102 Principles of Acct II | 3 |
| BUS 204 Prin of Econ-Macro | 3 | CIS 120 Intro Comp Info Syst | 3 |
| MTH 103 Practical Finance | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| BUS 101 Intro to Business | 3 | BUS 203 Business Law | 3 |
| Semester Total 15 | | Semester Total 15 | |

SUMMER SESSION

ART/HUMANITIES REQ 3

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-----------------------------|--------|-----------------------------|--------|
| CIS 123 Spreadsheets | 2 | BUS 104 Business Comm | 3 |
| BUS 110 Adv & Sales Promo | 3 | BUS 207 Prin of Marketing | 3 |
| LAB SCIENCE REQ | 4 | ARTS/HUMANITIES REQ | 3 |
| BUS 209 Prin of Supervision | 3 | BUS 208 App Management Tech | 3 |
| BUS 206 Prin of Management | 3 | BUS 211 Human Rel in Wkpl | 3 |
| Semester Total 16 | | Semester Total 15 | |

*Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Accounting and computer courses usually require a lab requirement for credit.

*A Cooperative Education component may be available with permission of the Department Advisor.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

MARKETING MANAGEMENT FUNDAMENTALS

Associate of Applied Science Degree

The Marketing Management Fundamentals program is designed to prepare students to enter the Marketing profession at an entry-level position. The two-year program provides students with general marketing knowledge and skills which can be used to enter a wide variety of marketing positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|--------|---------------------------------|--------|
| ENG 101 College Comp I | 3 | SPC 100 Fundamentals of Speech | 3 |
| ACC 101 Principles of Acct I | 3 | ACC 102 Principles of Acct II | 3 |
| CIS 120 Intro Comp Info Syst | 3 | CIS 124 Intro to Wordprocessing | 2 |
| MTH 103 Practical Finance | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| BUS 101 Intro to Business | 3 | BUS 104 Bus Communications | 3 |
| Semester Total 15 | | Semester Total 14 | |

SUMMER SESSION

| | |
|---------------------|---|
| ARTS/HUMANITIES REQ | 3 |
| LAB SCIENCE REQ | 4 |

Session Total 7

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-------------------------------|--------|-----------------------------|--------|
| BUS 107 Retail Management | 3 | BUS 203 Business Law | 3 |
| BUS 110 Adv & Sales Promotion | 3 | BUS 207 Prin of Marketing | 3 |
| BUS 108 Intro to Selling | 3 | ARTS/HUMANITIES REQ | 3 |
| CIS 127 Intro to Desktop Pub | 2 | BUS 209 Prin of Supervision | 3 |
| BUS 206 Prin of Management | 3 | BUS 215 Business Ethics | 3 |
| Semester Total 14 | | Semester Total 15 | |

*Students are advised to refer to the course descriptions to ensure they have completed prerequisites. Accounting and computer courses usually require a lab requirement for credit.

*A Cooperative Education component may be available with permission of the Department Advisor.

Sixty-five credit hours are required to complete this degree; equivalent to 812.50 clock hours.

OFFICE INFORMATION SYSTEMS

Associate of Applied Science Degree

The Office Information Systems program is designed to prepare students to enter the office secretarial profession at an entry-level position. The two-year program provides students with office technology understandings and basic workplace skills which can be used to enter a wide variety of office positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|---------------------------------|--------|------------------------------|--------|
| ENG 135 Career Communication | 3 | ENG 136 Career Writing | 3 |
| MTH 110 College Algebra | 3 | LAB SCIENCE COURSE | 4 |
| CIS 120 Intro Comp Info Syst | 3 | OIS 150 Bus Math/Office Mach | 3 |
| ACC 103 Basic Office Acct I | 3 | ACC 104 Basic Office Acct II | 3 |
| CIS 123 Intro to Spreadsheets | 2 | OIS 121 Speedwriting OR | |
| CIS 124 Intro to Wordprocessing | 2 | OIS 125 Beginning Shorthand | 3 |
| | | CIS 125 Intro to Databases | 2 |
| Semester Total 16 | | Semester Total 18 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-------------------------------|--------|-------------------------------|--------|
| ARTS/HUMANITIES ELECTIVE | 3 | ARTS/HUMANITIES ELECTIVE | 3 |
| SOC/BEHAV SCIENCE ELECTIVE | 3 | SOC/BEHAV SCIENCE ELECTIVE | 3 |
| OIS 205 Filing Sys & Records | 3 | BUS 104 Business Comm | 3 |
| OIS 130 Maching Transcription | 3 | OIS 200 Office Skills & Proc | 3 |
| OIS 210 Advanced Typing | 3 | CIS 233 Advanced Spreadsheet | 1 |
| CIS 127 Intro Desktop Pub | 2 | CIS 224 Advanced Wordprocess | 1 |
| | | CIS 225 Advanced Database App | 1 |
| | | CIS 227 Advanced Desktop Pub | 1 |
| Semester Total 17 | | Semester Total 16 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-seven credit hours are required to complete this degree; equivalent to 837.50 clock hours.

SMALL BUSINESS MANAGEMENT

Associate of Applied Science Degree

The Small Business Management program is designed to prepare students to own and operate a small business or entrepreneurial venture. The two-year program provides students with small business knowledge and skills which can be used to enter a wide variety of small business management positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|--------|-------------------------------|--------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| ACC 101 Principles of Acct I | 3 | ACC 102 Principles of Acct II | 3 |
| BUS 204 Prin of Econ-Macro | 3 | CIS 120 Intro Comp Info Syst | 3 |
| MTH 103 Practical Finance | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| BUS 213 Small Business Mgt | 3 | BUS 203 Business Law | 3 |
| Semester Total 15 | | Semester Total 15 | |

SUMMER SESSION

ARTS/HUMANITIES REQ 3-4

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|--------|---------------------------|--------|
| BUS 109 Budget & Forecasting | 3 | BUS 104 Business Comm | 3 |
| CIS 123 Spreadsheets | 2 | BUS 207 Prin of Marketing | 3 |
| LAB SCIENCE REQ | 4 | ARTS/HUMANITIES REQ | 3 |
| BUS 209 Prin of Supervision | 3 | BUS 107 Retail Management | 3 |
| BUS 110 Prin of Advertising | 3 | BUS 210 Human Rel in Wkpl | 3 |
| Semester Total 15 | | Semester Total 15 | |

*Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Accounting and computer courses usually require a lab requirement for credit.

*A Cooperative Education component may be available with permission of the Department Advisor.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

PRE-ENGINEERING

Associate of Science Degree

The Pre-Engineering program is designed to meet the requirements for the first two years of an engineering program at a four-year institution. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------|---------------|-------------------------------|---------------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MTH 135 Pre-Calculus | 5 | MTH 136 Calculus & Geometry I | 5 |
| CHM 151 General Chem I | 4 | PHY 161 Physics I | 4 |
| CIS 111 Prin of Prog | 1 | CIS 154 Prog in C | 3 |
| ARTS/HUMANITIES REQ | 3-4 | | |
| Semester Total 16-17 | | Semester Total 15 | |

SUMMER SESSION CR HRS

ARTS/HUMANITIES REQ 3-4

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|--------------------------------|---------------|---------------------------|---------------|
| BUS 204 Economics-Macro | 3 | BUS 205 Economics-Micro | 3 |
| MTH 137 Calculus & Geometry II | 5 | MTH 238 Calculus III | 5 |
| EGR 180 Engineer Design | 3 | EGR 181 Engineer Graphics | 3 |
| PHY 162 Physics II | 4 | HUM 241 or 242 | 3-4 |
| Semester Total 15 | | Semester Total 14-15 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

PRE-FORESTRY

Associate of Science Degree

The Pre-Forestry program is designed to meet the requirements for the first two years of a forestry program at a four-year institution. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|---------------|---------------------------|---------------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MTH 110 College Algebra | 3 | SPC 100 Fund of Speech | 3 |
| BIO 184 Plant Biology | 4 | BIO 190 Animal Biology | 4 |
| CIS 120 Intro Comp Info Syst | 3 | GEO 260 Con & Man Nat Res | 3 |
| MTH 111 Trigonometry | 2 | SOC/BEHAV SCIENCE REQ | 3 |
| Semester Total 15 | | Semester Total 16 | |

SUMMER SESSION CR HRS

ARTS/HUMANITIES REQ 3-4

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|----------------------------|---------------|---------------------------|---------------|
| ENG 136 Career Writing | 3 | BUS 205 Economics-Micro | 3 |
| GEO 131 Physical Geography | 4 | SCI 101 Issues in Science | 3 |
| BUS 204 Economics-Macro | 3 | SPA 101 Beginning Spanish | 4 |
| MTH 270 Elementary Stats | 3 | HUM 241 or 242 | 3-4 |
| Elective | 3 | CHM 130 Fund of Chemistry | 4 |
| Semester Total 16 | | Semester Total 17-18 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

PRE-MEDICAL SCIENCE

Associate of Science Degree

The Pre-Medical program is designed for transfer to a four-year institution Pre-med program. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------|---------------|-------------------------------|---------------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MTH 135 Pre-Calculus | 5 | CHM 152 General Chem II | 4 |
| CHM 151 General Chem I | 4 | MTH 136 Calculus & Geometry I | 5 |
| ARTS/HUMANITIES REQ | 3-4 | SOC/BEHAV SCIENCE REQ | 3 |
| Semester Total 15-16 | | Semester Total 15 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-----------------------------|---------------|------------------------------|---------------|
| PHY 111 General Physics I | 4 | PHY 112 General Physics II | 4 |
| BIO 201 Anat & Physiology I | 4 | BIO 202 Anat & Physiology II | 4 |
| SOC/BEHAV SCIENCE REQ | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| SPA 125 Spanish Health Prof | 3 | Elective | 3 |
| Elective | 3 | HUM 241 or 242 | 3-4 |
| Semester Total 17 | | Semester Total 17-18 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

PRE-NURSING SCIENCE

Associate of Science Degree

The Pre-Nursing program is designed for transfer to a four-year institution Nursing program. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|---------------------------|---------------|-----------------------------|---------------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MATH REQUIREMENT | 3 | BIO 201 Anat & Physiology I | 4 |
| CHM 130 Fund of Chemistry | 4 | SPA 125 Spanish Health Prof | 2 |
| BIO 180 Prin of Biology | 4 | HEC 135 Human Nutrition | 3 |
| ARTS/HUMANITIES REQ | 3 | Electives | 4 |
| Semester Total 17 | | Semester Total 16 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|---------------|------------------------------|---------------|
| BIO 202 Anat & Physiology II | 4 | BIO 205 Micro Biology | 4 |
| SOC/BEHAV SCIENCE REQ | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| PSY 234 Child Growth & Dev | 3 | PSY 131 Intro to Psychology | 3 |
| MTH 270 Elementary Stats | 3 | CIS 120 Intro Comp Info Syst | 3 |
| Elective | 3 | HUM 241 or 242 | 3-4 |
| Semester Total 16 | | Semester Total 16-17 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

PRE-SCIENCE

Associate of Science Degree

The Pre-Science program is designed to meet the requirements for the first two years of a Pre-science program at a four-year institution. Students planning to transfer should check degree requirements of their chosen college.

FIRST YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------|---------------|-------------------------------|---------------|
| ENG 101 College Comp I | 3 | ENG 102 College Comp II | 3 |
| MTH 135 Pre-Calculus | 5 | CHM 152 General Chem II | 4 |
| CHM 151 General Chem I | 4 | MTH 136 Calculus & Geometry I | 5 |
| ARTS/HUMANITIES REQ | 3-4 | SOC/BEHAV SCIENCE REQ | 3 |
| Semester Total 15-16 | | Semester Total 15 | |

SECOND YEAR

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-----------------------------|---------------|------------------------------|---------------|
| PHY 111 General Physics I | 4 | PHY 112 General Physics II | 4 |
| BIO 201 Anat & Physiology I | 4 | BIO 202 Anat & Physiology II | 4 |
| SOC/BEHAV SCIENCE REQ | 3 | SOC/BEHAV SCIENCE REQ | 3 |
| SPA 125 Spanish Health Prof | 3 | Elective | 3 |
| Elective | 3 | HUM 241 or 242 | 3-4 |
| Semester Total 17 | | Semester Total 17-18 | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Sixty-four credit hours are required to complete this degree; equivalent to 800 clock hours.

ACCOUNTING

Certificate of Completion

The Accounting certificate program is designed to prepare students for employment as full-charge bookkeepers. Included in the curriculum are practical applications and computer knowledge. Students may apply twenty-one credit hours of this program towards the Associate of Applied Science degree in Accounting.

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|---------------------------|---------------|----------------------------|---------------|
| ENG 135 Career Comm | 3 | ENG 136 Career Writing | 3 |
| ACC 103 Basic Off Acct | 3 | ACC 104 Basic Off Acct II | 3 |
| CIS 120 Intro to CIS | 3 | ACC 105 Income Tax I | 3 |
| ACC 210 Fin Statemt Anal | 3 | BUS 206 Prin of Management | 3 |
| MTH 103 Practical Finance | 3 | CIS 123 Spreadsheets | 2 |
| Semester Total | 15 | Semester Total | 14 |

| | |
|-------------------------------|---|
| SUMMER SESSION | |
| SPC 100 Fund of Speech | 3 |
| ACC 207 Office Acct & EDP Sys | 3 |

Session Total 6

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Thirty-five credit hours are required to complete this certificate plan; equivalent to 437.50 clock hours.

GENERAL BUSINESS

Certificate of Completion

The General Business Certificate Program is designed to give persons an introduction to basic business skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and computer knowledge. Students may apply twenty-one hours of this program towards the Associate of Applied Science degree in General Business.

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|------------------------------|--------|------------------------------|--------|
| ENG 135 Career Comm | 3 | ENG 136 Career Writing | 3 |
| ACC 103 Basic Office Acct I | 3 | ACC 104 Basic Office Acct II | 3 |
| CIS 120 Intro Comp Info Syst | 3 | BUS 101 Intro to Business | 3 |
| BUS 209 Prin of Supervision | 3 | BUS 206 Prin of Management | 3 |
| BUS 203 Business Law | 3 | BUS 210 Human Rel in Wrkpl | 3 |
| Semester Total | 15 | Semester Total | 15 |

| SUMMER SESSION | CR HRS |
|-----------------------------|--------|
| BUS 104 Business Comm | 3 |
| BUS 211 Human Res/Pers Mang | 3 |
| CIS 123 Spreadsheet | 2 |
| Session Total | 8 |

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

NOTE: MATH 103 Practical Finance is highly recommended to complete this certificate plan.

Thirty-eight credit hours are required to complete this certificate; equivalent to 475 clock hours.

LEGAL SECRETARY

Certificate of Completion

The Legal Secretary program is designed to give persons an introduction to legal secretarial skill and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program towards the Associate of Applied Science degree in Office Information Systems.

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|-------------------------------|--------|-----------------------------|--------|
| ENG 135 Career Communication | 3 | ENG 136 Career Writing | 3 |
| CIS 120 Intro Comp Info Syst | 3 | OIS 242 Legal Sec Skills | 3 |
| OIS 150 Bus Math/Office Mach | 3 | OIS 205 Filing Sys/Rec Mgmt | 3 |
| OIS 210 Advanced Typing | 3 | OIS 121 Speedwriting OR | |
| OIS 124 Intro to Wordprocess | 2 | OIS 125 Beginning Shorthand | 3 |
| OIS 130 Machine Transcription | 3 | OIS 240 Legal Transcription | 3 |
| | | CIS 224 Adv Wordprocess | 1 |

Semester Total 17

Semester Total 16

| SUMMER SESSION | CR HRS |
|-------------------------------|--------|
| BUS 203 Business Law | 3 |
| OIS 200 Office Skills & Proc. | 3 |

Session Total 6

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Thirty-nine credit hours are required to complete this certificate; equivalent to 487.50 clock hours.

OFFICE INFORMATION SYSTEMS

Certificate of Completion

The Office Information Systems program is designed to give persons an introduction to office and secretarial skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program towards the Associate of Applied Science degree in Office Information Systems.

| FIRST SEMESTER | CR HRS | SECOND SEMESTER | CR HRS |
|----------------------------------|--------|------------------------------|--------|
| ENG 135 Career Communication | 3 | ENG 136 Career Writing | 3 |
| CIS 120 Intro Comp Info Syst | 3 | ACC 103 Basic Office Acct I | 3 |
| OIS 150 Bus Math/Office Mach | 3 | OIS 205 Filing Sys/Rec Mgmt | 3 |
| OIS 210 Advanced Typing | 3 | OIS 121 Speedwriting OR | |
| OIS 123 Intro to Spreadsheets | 2 | OIS 125 Beginning Shorthand | 3 |
| OIS 124 Intro to Wordprocess | 2 | CIS 125 Intro to Databases | 2 |
| | | CIS 127 Intro to Desktop Pub | 2 |
| Semester Total 16 | | Semester Total 16 | |
| SUMMER SESSION | CR HRS | | |
| BUS 104 Business Communications | 3 | | |
| OIS 200 Office Skills/Procedures | 3 | | |
| Session Total 6 | | | |

Students are advised to refer to the course descriptions to ensure they have completed prerequisite.

Thirty-eight credit hours are required to complete this certificate plan; equivalent to 475 clock hours.

FIRE SCIENCE

Basic Certificate

The basic Fire Science certificate program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply these hours towards the Associate of Applied Science degree in Fire Science.

| | |
|--------------------------------|---|
| FSC 105 Firefighter I & II | 6 |
| FSC 236 Firefighter Occ Sfty | 3 |
| FSC 232 Hazardous Material I | 3 |
| FSC 237 Hazardous Materials II | 3 |

Total 15

Students are advised to refer to the course descriptions to ensure they have completed prerequisites.

Fifteen credit hours are required to complete this certificate; equivalent to 187.50 clock hours.

FIRE SCIENCE

Advanced Certificate

The advanced Fire Science certificate program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply the hours of this program towards the Associate of Applied Science degree in Fire Science.

In addition to the hours required for the Basic Certificate, students must take:

| | |
|--------------------------------|---|
| FSC 135 Fund of Fire Prev | 3 |
| FSC 136 Fire App & Hydraulics | 4 |
| FSC 234 Fire Investigations | 3 |
| FSC 238 Emer Scene Mgt | 3 |
| FSC 241 Firefighter Sfty & Bld | 3 |
| EMS 131 Emer Med Tech Basic | 6 |

Total 22

Students are advised to refer to course descriptions to ensure they have completed prerequisites.

Thirty-seven credit hours are required to complete this certificate; equivalent to 462.50 clock hours.

COURSE DESCRIPTIONS

ACC 098 STATE INCOME TAX PREPARATION (2)

A non-technical course designed to study and then prepare the Arizona tax return. The course may be repeated for credit on an annual basis. Two lecture.

ACC 099 FEDERAL INCOME TAX PREPARATION (2)

A non-technical course designed to study and then prepare the Federal tax return. The course may be repeated for credit on an annual basis. Two lecture.

ACC 101 PRINCIPLES OF ACCOUNTING I (3)

Introduces financial accounting theory as applied to sole proprietorship form of business involving service and merchandising activities. Includes analysis and recording of business transactions and preparation of financial statements. Three lecture.

ACC 102 PRINCIPLES OF ACCOUNTING II (3)

Teaches accounting theory and practice as it applies to partnership and corporate forms of business. Introduces manufacturing accounting (job order, process cost, and standard cost systems) and taxation. Prerequisite: ACC 101. Three lecture.

ACC 103 BASIC OFFICE ACCOUNTING I (3)

Introduces the techniques, tools and composition of a basic bookkeeping system. Includes journalizing an opening entry, journalizing and posting routine transaction from source documents, closing entries, preparing simple financial statements and preparing a post-adjusting trial balance to complete the bookkeeping cycle. For non-accounting majors. Three lecture.

ACC 104 BASIC OFFICE ACCOUNTING II (3)

Continuation of ACC 103. Concentrates on developing and maintaining a set of books for small business. Includes an introduction to the following: special journals, payroll systems, sales taxes, bad debts, depreciation, notes and interest, accruals, and the partnership and corporate form of business. For non-accounting majors. Three lecture.

ACC 105 INCOME TAX I (3)

A comprehensive explanation of the Internal Revenue Service Code and Regulations as they pertain to the individual. Tax principles are applied to problems and the preparation of the individual income tax return. Three lecture.

ACC 106 INCOME TAX II (3)

A comprehensive explanation of the Internal Revenue Service Code and Regulations as they pertain to the partnerships, corporations, tax option corporations, consolidated groups, estates and trusts. Tax principles are applied to problems and preparation of federal taxes. Prerequisite: ACC 101. Three lecture.

ACC 199 WORKSHOP (1-3)

A course designed to meet the common interest and problems of a groups of students.

ACC 201 INTERMEDIATE ACCOUNTING I (3)

Provides critical analysis of balance sheet accounts. Introduces analysis of income statement expense and revenue accounts with emphasis on the matching process. Problems keyed to studies made by professional accounting societies are studied. Prerequisite: ACC 102. Three lecture.

ACC 202 INTERMEDIATE ACCOUNTING II (3)

Completion of the critical study of balance sheet accounts. Continuing intensive analysis of financial statements. Emphasis on comparative analysis of tabulated data, special ratios and measurements, funds and cash flow statements, and accounting for price level changes. Prerequisite: ACC 201. Three lecture.

ACC 204 MANAGERIAL ACCOUNTING (3)

Studies fundamental techniques of dynamic cost and profit control with primary emphasis on responsibility accounting. Includes managerial budget planning, variable expenses, volume relationships, profit analysis, and budget reports. Also includes some problem solving computer applications. Prerequisite: ACC 201 and CIS 120. Three lecture.

ACC 205 COST ACCOUNTING (3)

Studies cost accounting principles applied to a manufacturing operation. Concentrates on accounting for labor, materials, manufacturing overhead and manufacturing expenses. Includes cost and profit analysis, profit performance and measurements, and a review of planning for sales, cost, and profit. Also includes some problem solving using computer applications. Prerequisite: ACC 101 and ACC 102. Three lecture.

ACC 206 ACCOUNTING AND EDP SYSTEMS (3)

Introduces electronic data processing systems as they apply to accounting systems. Provides hands-on experience with microcomputer hardware and software packages. Includes accounting cycle transaction and management decision-making applications. Prerequisite: ACC 102 and CIS 120. Three lecture; one lab.

ACC 207 OFFICE ACCOUNTING AND EDP SYSTEMS (3)

Emphasizes practical procedures and applications in office accounting using a hands-on-approach, using paper and pencil systems and micro-computer systems. Includes the completion of special journals, worksheets, financial statements, payroll documents, business documents and tax reports. Prerequisite: ACC 103 and CIS 120. Three lecture; one lab.

ACC 210 FINANCIAL STATEMENT ANALYSIS (3)

Introduces the characteristics of financial statements with a review of basic accounting principles as applied to financial statements. Emphasizes developing the tools and techniques used in analyzing financial statements, including the use of computer spreadsheets. Prerequisite: ACC 102 and CIS 120. Three lecture.

ACC 220 HOSPITALITY ACCOUNTING AND FINANCE (3)

Introduces the management aspects and uses of accounting and financial data as it relates to operating a hotel or restaurant to meet profit objectives. Prerequisite: ACC 101. Three lecture.

ACC 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

ACC 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

AHS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

AHS 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

AHS 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

ANT 102 INTRODUCTION TO CULTURAL ANTHROPOLOGY (3)

A course which explores the impact of culture on human behavior, the interrelationships among the different parts of a culture, the view of cultures as adaptive systems, and focuses on the relevance of applied anthropology to public policy making in the United States. Three lecture.

ANT 110 EXPLORING ARCHEOLOGY (3)

This course is a study of the history, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historical populations and their cultural remains. Three lecture.

ANT 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

ANT 298 SPECIAL TOPICS (1-3)

A course designed to meet the need of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

ANT 299 INDEPENDENT STUDY (1-3)

A course designed to meet the need of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

ART 100 ART APPRECIATION (3)

The focus of this course is to acquaint the student with a history and appreciation of painting, sculpture and crafts. Individual works of art are examined with regard to both their formal qualities and the way they illustrate the shifting patterns of culture. Field trips and library study are part of the course. Three lecture.

ART 103 SOUTHWESTERN INDIAN ART (3)

This course is a study of the history, methods, and techniques of Southwestern Indian arts and crafts produced in the Southwest, California, Great Basin, and Plateau culture areas. Visual aspects of art objects are analyzed during class discussions. Three lecture.

ART 106A WORKSHOP: COLLOGRAPH PRINT (3)

This course is an exploration of various materials which give collage textures, combined with relief and intaglio inking on relief-cut masonite panels which are sealed and inked in multi-plate combinations for the collograph original print which may be printed in editions. One lecture; five lab.

ART 110 DRAWING I (3)

Perspective and visual perception will be studied as related to developing artistic visual growth in perceiving our environment. An emphasis will be placed on analysis of objects and their compositional placement within the pictorial construction. One lecture; five lab.

ART 114 STAINED GLASS (3)

Exploration of the copper foil and lead techniques of stained glass, including precision glass cutting, and creative application of these techniques in producing interior and architectural pieces. One lecture; five lab.

ART 120 CERAMICS I (3)

Study of techniques in hand building and throwing on the wheel. Introduction to firing and glazing techniques. One lecture; five lab.

ART 133 CALLIGRAPHY I (2)

Introduction to the basic calligraphic skills, including letter form, spacing, and page design. No prerequisite. One lecture; two lab.

ART 150 PHOTOGRAPHY I (3)

The focus of this course is to acquaint the student with photography as an art form. It includes camera operation with emphasis on its use as a creative tool. Basic darkroom techniques and controls, including film development, contact printing, enlarging and composition. Three lecture; three lab.

ART 194 WATERCOLOR I (3)

Exploration of the transparent qualities of watercolor medium. Techniques and materials will be used in an attempt to stimulate personal creativity and uniqueness of expression. One lecture; five lab.

ART 199 WORKSHOP (1-3)

A course designed to meet the common interest and problems of a group of students.

ART 203 ARTISTS BUSINESS COURSE (3)

Business skills for the practicing artist. Budgeting, bookkeeping, tax planning, contracts, marketing, and grantsmanship. Three lecture.

ART 250 COLOR PHOTOGRAPHY (3)

The focus of this course is to acquaint the student with color photography as an art form. It includes a study of color potential in photography and its related problems. Basic additive and transparency films. Color films and their inherent tonal rendition. Color changes accomplished in solarization. Prerequisite: ART 150 or consent of instructor. Three lecture; three lab.

ART 298 SPECIAL TOPICS (1-3)

A course designed to meet the need of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

ART 299 INDEPENDENT STUDY (1-3)

A course designed to meet the need of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

AUT 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

AUT 298 SPECIAL TOPICS (1-3)

A course designed to meet needs of an individual student who has an interest in a specific topic.

AUT 299 INDEPENDENT STUDY (1-3)

A course designed to meet needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

AVT 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

AVT 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

AVT 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

BIO 105 ENVIRONMENTAL BIOLOGY (4)

Basic concepts of ecology and the importance of human interaction with the natural ecosystems. Three lecture; three lab.

BIO 109 NATURAL HISTORY OF THE SOUTHWEST (3)

Studies plants and animals of the Southwest with emphasis on Arizona. Students interested in the lab may enroll in BIO 110. Three lecture.

BIO 110 LAB FOR NATURAL HISTORY OF THE SOUTHWEST (1)

Introduction to basic field and laboratory techniques used in biology. Focus on plant and animal interactions. Full day and/or overnight field trips. Concurrent enrollment in BIO 109. Three lab.

BIO 180 PRINCIPLES OF BIOLOGY (4)

Designed to meet liberal studies requirements. Topics include evolution, environment, genetics, body form and function. Three lecture; three lab.

BIO 184 PLANT BIOLOGY (4)

Study of processes and principles of plant biology emphasizing vascular plants and a study of the plant kingdom. Prerequisite: BIO 180 or consent of instructor. Three lecture; three lab.

BIO 190 ANIMAL BIOLOGY (4)

Study of processes and principles of animal biology emphasizing structure, similarities and differences and major animal groups. Prerequisite: BIO 180 or consent of instructor. Three lecture; three lab.

BIO 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

BIO 201 HUMAN ANATOMY & PHYSIOLOGY I (4)

Study of the design and function of the human body. Topics include cells, tissues, integumentary, muscular, skeletal, nervous, sensory and endocrine systems in health and disease. Prerequisite: BIO 180 or consent of instructor. Three lecture; three lab.

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II (4)

Study of the design and function of the human body. Topics include body fluids, cardiovascular, respiratory, digestive, urinary, and reproductive systems in health and disease. Prerequisite: BIO 201. Three lecture; three lab.

BIO 205 MICROBIOLOGY (4)

Study of microorganisms and their relationships to health, ecology, and related areas. Prerequisite: BIO 180 and CHM 130. Three lecture; three lab.

BIO 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

BIO 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

BUS 101 INTRODUCTION TO BUSINESS (3)

Surveys the elements of business and industry. Includes the history, structure, function and contribution of business and industry to our society. Three lecture.

BUS 102 INTRODUCTION TO INTERNATIONAL TRADE AND BUSINESS (3)

Introduces the basic elements of business in the international market. Includes an examination of the social, political, economic, cultural and technological environment of international business. Three lecture.

BUS 103 PERSONAL FINANCE (3)

Solves problems to the financial needs of individuals. Includes budgeting, banking, home ownership and real estate, saving, investing, borrowing, insurance, and planning for wills and trusts. Open to all students. Three lecture.

BUS 104 BUSINESS COMMUNICATIONS (3)

Reviews letter forms and the methods of writing business letters. Emphasizes solving business problems through effective oral and written communications. Practice is given in creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. (All material must be typed/word processed, but the students are not required to type it themselves.) Prerequisite: ENG 101. Three lecture.

BUS 105 BASIC INVESTMENTS (3)

Discusses various investment forms available, including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Open to all students. Three lecture.

BUS 106 INTRODUCTION TO ORGANIZATIONAL BEHAVIOR (3)

Introduces human behavior in a work setting. Discussion includes awareness of individual behavior, two-person interaction, the dynamics of group and intergroup behavior, and the effects of the total system on behavior within the organization. Three lecture.

BUS 107 RETAIL MANAGEMENT (3)

Studies the retailing field as a potential retailer and as a consumer which concentrates on the management elements of the retailing profession. Includes across-the-counter relationships and activities, problems of market opportunity, identification of markets, pricing, promotion decisions and the techniques of retail control. Three lecture.

BUS 108 INTRODUCTION TO SELLING (3)

Introduces the general principles of successful personal selling. Emphasizes the personal qualities, qualifications and types of training programs which enable the student to become a successful salesperson. Three lecture.

BUS 109 BUDGET AND FORECASTING (3)

Studies the role, techniques, and uses of budgeting and forecasting by business and industry. Emphasizes the creation of and forecasts and the application of those budgets and forecasting to management decision making and control. Prerequisite: ACC 101. Three lecture.

BUS 110 ADVERTISING AND SALES PROMOTION (3)

Studies the theory and function of advertising and sales promotion. Discussion includes the role of advertising, target marketing, media and media strategy and the impact of behavioral sciences on advertising. Includes the preparation and presentation of an advertising campaign. Three lecture.

BUS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

BUS 203 BUSINESS LAW (3)

Introduces the history and structure of the American legal system as it applies to business. Emphasizes contract law with some discussion of criminal law and tort law. A case analysis approach is used. Three lecture.

BUS 204 PRINCIPLES OF ECONOMICS-MACRO (3)

Surveys the basic principles of macroeconomics designed to acquaint the student with the workings of the national economy. Emphasis is placed on the market economy, national income accounting, fiscal/monetary policy, and the Federal Reserve System. Three lecture.

BUS 205 PRINCIPLES OF ECONOMICS-MICRO (3)

A continuation of the study of basic economic principles. Emphasis is on the microeconomic topics of market structures, elasticity, price, and output determination, and general equilibrium. Three lecture

BUS 206 PRINCIPLES OF MANAGEMENT (3)

Introduces the fundamentals of management. Includes the management principles and techniques used for business objectives, structure, operational procedures and control procedures. Principles and techniques discussed may be applied to any area of business and industry. Three lecture.

BUS 207 PRINCIPLES OF MARKETING (3)

Introduces the environment of marketing. Includes analysis of various marketing activities and discussion of the economic, psychological and sociological factors which influence marketing activities. A case analysis approach may be used. Three lecture.

BUS 208 APPLIED MANAGEMENT TECHNIQUES (3)

Integrates the functional areas of management into the direct solution of business and management problems. Includes a comprehensive business plan. Prerequisites: Last semester of study for the Associate of Applied Science Degree Programs in Business. Three lecture.

BUS 209 PRINCIPLES OF SUPERVISION (3)

Introduces the concepts and techniques used in the direct supervision of others. Areas to be covered include the supervisor's relationship to those directly supervised and others in the organization, management of human and physical resources, group processes, communication skills and leadership skills. Three lecture.

BUS 210 HUMAN RELATIONS IN THE WORKPLACE (3)

The dynamics of human interaction in groups is the focus of this course. These interactions influence the efficiency, morale, and supervision of others and is the basis of all behavior patterns which impact the ability of organizational environments and their outcomes to be successful. Three lecture.

BUS 211 HUMAN RESOURCES/PERSONNEL MANAGEMENT (3)

Studies human resources planning and how it is applied to the organizational's goals and objectives. Discussion includes human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety and termination. Three lecture.

BUS 212 IMPORTING AND EXPORTING (3)

Introduces the volume and complexities involved in importing and exporting out of the United States. Includes an overview of the role of the United States in international markets and a study of import/export regulations, documentation and duties. Three lecture.

BUS 213 SMALL BUSINESS MANAGEMENT (3)

Presents fundamentals of starting and operating a small to medium business, including a feasibility study. Areas to be covered include location, financing, organization and sales promotion and how they are used to create a small business operation. Three lecture.

BUS 214 LEGAL, ETHICAL AND REGULATORY ISSUES IN BUSINESS (3)

Legal theories, ethical issues, and regulatory climate affecting business policies and decisions. Three lecture. (This course will replace BUS 203: Business Law in the fall of 1992, but will be offered during the spring semester of 1993 to accommodate transfer students to Arizona State University at Tempe.) Three lecture.

BUS 215 BUSINESS ETHICS (3)

Introduces the techniques of moral reasoning and argumentation needed to analyze moral issues in business and applies those techniques to modern business issues including legal issues, corporate responsibility, worker's rights and responsibilities, technological issues, information and advertising. Three lecture.

BUS 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

BUS 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

CHM 130 FUNDAMENTAL CHEMISTRY (4)

Introduction to general inorganic chemistry, designed to meet a one semester chemistry requirement or liberal studies credit. Corequisite: Concurrent enrollment in MTH 110. Three lecture; three lab.

CHM 151 GENERAL CHEMISTRY I (4)

Introduction to fundamental concepts in chemistry. Includes stoichiometry, gas laws, atomic and molecular theory, and states of matter. Recommended for pre-medical, science, and engineering majors. Prerequisite: MTH 102 or equivalent. Three lecture; three lab.

CHM 152 GENERAL CHEMISTRY II (4)

Topics covered include kinetics and equilibrium, nuclear, aqueous solution and electro chemistry. Prerequisite: CHM 151. Three lecture; three lab.

CHM 190 ENVIRONMENTAL CHEMISTRY (3)

An introduction to elementary atomic theory, the periodic table, and chemical compounds and reactions. Emphasis is on environmental impact: nuclear power, air and atmosphere pollution, water pollution, pesticides, food additives, and drugs. Minimal mathematics. Three lecture.

CHM 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

CHM 298 SPECIAL TOPICS

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

CHM 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

CIS 102 COMPUTER LITERACY (2)

Introduces the student to concepts of computer literacy. Studies the knowledge and understanding needed to function effectively within a given social role that directly or indirectly involves a computer. Includes hands-on time with computers in a lab. Fee required. One lecture; two lab.

CIS 111 PRINCIPLES OF PROGRAMMING (1)

Introduces the student to program logic and structures as applied to business computer applications and programming languages. Emphasis is placed on structured techniques and high-level languages. Fee required. One lecture; one lab.

CIS 120 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS (3)

Introduces the student to computer hardware, software, and information-processing systems, including the development and hands-on use of application software programs. Fee required. Two lecture; two lab.

CIS 123 INTRODUCTION TO SPREADSHEETS (2)

Introduces the student to concepts and capabilities of electronic spreadsheet software using a microcomputer through extensive hands-on experience using business applications. Fee required. One lecture; two lab.

CIS 124 INTRODUCTION TO WORD PROCESSING (2)

Introduces the student to concepts and capabilities of word processing software using a microcomputer through extensive hands-on experience using business applications. Fee required. one lecture; two lab.

CIS 125 INTRODUCTION TO DATABASES (2)

Introduces the student to concepts and capabilities of database management software using a microcomputer through extensive hands-on experience using business applications. Fee required. One lecture; two lab.

CIS 126 INTRODUCTION TO INTEGRATED SOFTWARE (2)

Introduces the student to concepts and capabilities of integrated software using a microcomputer through extensive hands-on experience using business applications. Fee required. One lecture; two lab.

CIS 127 INTRODUCTION TO DESKTOP PUBLISHING (2)

Introduces the student to concepts and capabilities of desktop publishing software using a microcomputer through extensive hands-on experience using business applications. Prerequisite: CIS 124 or consent of instructor. Fee required. One lecture; two lab.

CIS 131 MICROCOMPUTER DISK OPERATING SYSTEMS (2)

Introduces the student to the basic operation of microcomputer operating systems through hands-on experience. Fee required. One lecture; two lab.

CIS 171 COMPUTERS IN EDUCATION I (3)

Provides the student with a working knowledge of how computers can be applied by educators to enhance their professional and personal productivity. Computer applications that relate directly to the needs of teachers and administrators will be used. As an introductory course in educational computing, the course will focus on helping educators establish the technology-enriched classrooms of tomorrow. Fee required. Two lecture; two lab.

CIS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

CIS 223 ADVANCED SPREADSHEET APPLICATIONS (1)

Provides the student with intensive hands-on experience using the advanced features of spreadsheet software. Prerequisite: CIS 123 or consent of instructor. Fee required. Two lab.

CIS 224 ADVANCED WORD PROCESSING APPLICATIONS (1)

Provides the student with intensive hands-on experience using the advanced features of word processing software. Prerequisite: CIS 124 or consent of instructor. Fee required. Two lab.

CIS 225 ADVANCED DATABASE APPLICATIONS (1)

Provides the student with intensive hands-on experience using the advanced features of database software. Prerequisite: CIS 125 or consent of instructor. Fee required. Two lab.

CIS 226 ADVANCED INTEGRATED SOFTWARE APPLICATIONS (1)

Provides the student with intensive hands-on experience using the advanced features of integrated software packages. Prerequisite: CIS 126 or consent of instructor. Fee required. Two lab.

CIS 227 ADVANCED DESKTOP PUBLISHING SOFTWARE APPLICATIONS (1)

Provides the student with intensive hands-on experience using advanced features of desktop publishing software packages. Prerequisite: CIS 127 or consent of instructor. Fee required. Two lab.

CIS 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

CIS 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

COU 100 CAREER TRANSITIONS (2)

Introduces the student to issues faced during transition periods, community resources for social and employment opportunities, as well as options open when investigating future career interests. Two lecture.

COU 131 ASSERTIVE TRAINING (1)

A consideration of personal rights, identifying blocks to standing up for those rights, and practice in being more assertive. May be taken for S/U credit. One lecture.

COU 132 STRESS MANAGEMENT (1)

Identifying the sources and effects of stress and learning methods to reduce stress. May be taken for S/U credit. One lecture.

COU 133 MOTIVATION SKILLS (1)

A study of motivation and positive attitude in relationship to personal, interpersonal, academic, and career enhancement and success. May be taken for S/U credit. One lecture.

COU 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of the students involved.

COU 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

COU 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

CRP 140 BLUEPRINT READING & ESTIMATING (3)

This course is an introduction to reading of blueprint construction documents and estimation of the amount of building materials needed for any particular building project. This course will cover reading and interpreting architectural schedules, symbols, and specifications. Three lecture.

CRP 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of the students involved.

CRP 199D WORKSHOP-BLUEPRINT READING & ESTIMATING (2)

This course is designed to realize and meet the needs of the working student in the construction trades. It will allow the student to complete the course work in the blueprint construction document reading and estimating course. Two lecture.

CRP 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

CRP 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

EDU 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

EDU 200 INTRODUCTION TO EDUCATION (3)

Survey of education in the United States, the historical development and social foundations of education and teaching, the student as learner, and current issues and trends in education. Three lecture.

EDU 250 THE COMMUNITY COLLEGE (3)

An overview of the development of the community college in the United States including its mission and role. Comparison of the community college structure in the state of Arizona with selected community college systems of other states. Three lecture.

EDU 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

EDU 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

EMS 131 EMERGENCY MEDICAL TECHNICIAN (6)

Principles and techniques of emergency medical care currently considered responsibilities of the basic EMT. Skills developed in recognizing symptoms of illness and injury and proper procedures of emergency care. preparation for Arizona Department of Health Services Certification examination. Fee required. Five lecture; three lab.

EMS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

EMS 211 EMERGENCY MEDICAL TECHNICIAN REFRESHER (2)

Update basic EMT graduates on new techniques and review important principles in client care, basic life support and transportation of the sick and injured. Emphasizes practical usage and experience in all phases. Prerequisite: EMS 131 or equivalency. Meets Arizona Department of Health Services refresher training requirements. May be repeated for additional credit, as an exception to general college policy; maximum of six credits in EMS 211 may apply toward a degree. Two lecture.

EMS 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

EMS 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

ENG 020 SENTENCE STRUCTURE (1)

Individualized, self-paced instruction in basic sentence construction, adding elements, and writing a variety of sentences. May be taken for S/U credit. Three lab.

ENG 021 GRAMMAR SKILLS (1)

Individualized, self-paced instruction in grammar with emphasis on correct verb, pronoun, adverb, and adjective usage. May be taken for S/U credit. Three lab.

ENG 022 PUNCTUATION SKILLS (1)

Individualized, self-paced instruction in the use of commas, semicolons, colons, and other punctuation marks. May be taken for S/U credit. Three lab.

ENG 023 PARAGRAPH DEVELOPMENT (1)

Individualized, self-paced instruction in writing topic sentences and organizing specific support in basic paragraphs. May be taken for S/U credit. Three lab.

ENG 024 SPELLING IMPROVEMENT (1)

Individualized, self-paced instruction in spelling with emphasis on hearing, seeing, and writing common English words. May be taken for S/U credit. Three lab.

ENG 025 VOCABULARY IMPROVEMENT (1)

Individualized, self-paced instruction in strengthening vocabulary with emphasis on prefixes, suffixes, roots, and understanding words in context. May be taken for S/U credit. Three lab.

ENG 029 BASIC READING SKILLS (3)

Development of reading skills including word identification, vocabulary in context, and comprehension. Enrollment through placement or on advice of instructor. May be taken for S/U credit. Three lecture.

ENG 030 READING IMPROVEMENT (3)

Evaluation and development of reading skills through individual and group work with emphasis on vocabulary, comprehension, identification of main ideas and supporting details. Enrollment through placement testing or on advice of instructor. May be taken for S/U credit. Three lecture.

ENG 031 ADVANCED READING IMPROVEMENT (3)

Individual and group instruction in mastery of reading skills with emphasis on vocabulary improvement, comprehension, and flexibility of reading rate. Enrollment through placement testing or advice of instructor. May be taken for S/U credit. Three lecture.

ENG 036 INTRODUCTION TO ENGLISH AS A SECOND LANGUAGE (2)

Individual and small group work in listening to, speaking, reading, and writing the English language. May be taken for S/U credit. Two lecture.

ENG 037 ENGLISH AS A SECOND LANGUAGE (3)

Intensive study for improving basic skills in listening to, speaking, reading, and writing in English. Three lecture.

ENG 060 BASIC WRITING SKILLS (3)

Individual and group work emphasizing grammar in the context of sentence writing and paragraph development. Enrollment through placement testing. Three lecture.

ENG 100 FUNDAMENTALS OF COMPOSITION (3)

An integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, and revision for clarity and correctness. Enrollment through placement testing or consent of instructor. Three lecture.

ENG 100X FUNDAMENTALS OF COMPOSITION (4)

An integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, and revision for clarity and correctness. Enrollment through testing or consent of instructor. (Taught only at NAU.) Four lecture.

ENG 101 COLLEGE COMPOSITION I (3)

Extensive practice in essay writing with emphasis on critical thinking, analytical reading and observation, and the process of writing. Enrollment through placement testing or successful completion of ENG 100 or 100X. Three lecture.

ENG 102 COLLEGE COMPOSITION II (3)

Extensive practice in critical thinking, reading, and writing with emphasis on composing analytical essays on literary topics and a documented essay. Prerequisite: ENG 101. Three lecture.

ENG 110 INTRODUCTION TO LITERATURE (3)

Reading and critical analysis of selected fiction, poetry, and drama with emphasis on intellectual, artistic, and cultural issues in literature of western civilization. Prerequisite: ENG 101 or consent of instructor. Three lecture.

ENG 135 CAREER COMMUNICATION (3)

A study of effective listening, responding, reading, and writing with emphasis on using these skills in the work place, from job application and interview to on-the-job oral and written communications. Three lecture.

ENG 136 CAREER WRITING (3)

Presents situations and problems that students as business and technical writers will face. Extensive practice in writing in the workplace including memos, resumes, business letters, and technical reports. Three lecture.

ENG 139 INTRODUCTION TO CREATIVE WRITING (3)

A survey of techniques of writing poetry, fiction, and creative non-fiction, with analysis of both published and student writing. Prerequisite: ENG 100, 101, or consent of instructor. Three lecture.

ENG 141 CRITICAL READING (3)

Instruction and practice in increasing reading rate flexibility and speed, with emphasis on improving comprehension and analytical reading skills. Prerequisite: ENG 031 or demonstrated competency through placement testing. Three lecture.

ENG 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

ENG 237 WOMEN IN LITERATURE (3)

A study of literature by and about women with emphasis on stereotypes, changing roles, and psychological and philosophical concerns. Prerequisite: ENG 101 or consent of instructor. Three lecture.

ENG 238 LITERATURE OF THE SOUTHWEST (3)

A study through literature of the land and peoples of the Southwest, the influence and interaction of Indian, Spanish-Mexican and Anglo cultures, and contemporary concerns of Southwestern writers. Three lecture.

ENG 270 CREATIVE WRITING: FICTION (3)

Extensive practice in writing and revising fiction, with emphasis on critical analysis of published models and students' work. Prerequisite: ENG 139 or consent of instructor. May be taken for S/U credit. Three lecture.

ENG 271 CREATIVE WRITING: POETRY (3)

Extensive practice in writing and revising poetry, with emphasis on critical analysis of published models and students' poems. Prerequisite: ENG 139, or consent of instructor. May be taken for S/U credit. Three lecture.

ENG 272 CREATIVE WRITING: NON-FICTION (3)

Extensive practice in writing and revising various types of creative non-fiction. Emphasis on study of professional models and discussion of students' work. Prerequisite: ENG 101, 139, or consent of instructor. May be taken for S/U credit. Three lecture.

ENG 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

ENG 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

FRE 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

FRE 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

FRE 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

FSC 101 FIRE SERVICE ORIENTATION AND INDOCTRINATION (2)

Introduction to the fire service, history and evaluation of fire department organization. Role of the fire service in the fire department organization. Role of the fire service in the community. Includes departmental function, management, techniques of firefighting, laws and ordinances and private fire protection. Two lecture.

FSC 105 FIREFIGHTER I & II (6)

For the new firefighter or student interested in firefighting. Emphasis placed on fire behavior and basic firefighting skills, with hands-on use of firefighting equipment. Six lecture.

FSC 135 FUNDAMENTALS OF FIRE PREVENTION (3)

Provides the student with an understanding of the role and functions of fire prevention. Emphasis on practical, rather than theoretical, aspects of fire prevention. Three lecture.

FSC 136 FIRE APPARATUS AND HYDRAULICS (4)

Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction, pumping and pump accessories, power development and transmission, driving, trouble shooting and producing effective fire streams. Three lecture; two lab.

FSC 137 HAZARDOUS MATERIALS-FIRST RESPONDER AWARENESS (.5)

Identifies hazardous materials as well as the role of various agencies at the scene of a hazardous materials incident. Instruction in the recognition and identification, safety considerations, capabilities and limitations and pre-emergency planning are provided. One-half lecture.

FSC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

FSC 200 HAZARDOUS MATERIALS-FIRST RESPONDER (3)

Defines hazardous materials and gives a brief overview of the major categories. Includes detection, identification, scene management, basic training, equipment planning, strategy and tactics in the management of hazardous materials incidents. Preparation for Department of Emergency Services certificate. Three lecture.

FSC 232 HAZARDOUS MATERIALS I (3)

Fire service chemistry relating to chemicals and chemical processes. Emphasis on storage and transportation of flammable chemicals and methods to handle spills and accidents. Three lecture.

FSC 233 WILDLAND FIRE SUPPRESSION (3)

A course designed to provide the full time/reserve firefighter or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior and control techniques. The course covers material from S-190, S-130, and standards for survival (PMS 416-1). After completion of the course, students may qualify for wildland Firefighter I Certification and a "Red Card" certification. Three lecture.

FSC 234 FIRE INVESTIGATION (3)

Methods of determining point of fire origin and fire cause and detection of incendiary fires. Includes simplified physics and chemistry necessary to analyze fire behavior. Three lecture.

FSC 235 FIRE PROTECTION SYSTEMS (3)

The required standard for water supply; protection systems; automatic sprinklers and special extinguishing systems, including analysis of various automatic signaling and detection systems. Prerequisites: FSC 105 or consent of instructor. Three lecture.

FSC 236 FIREFIGHTER OCCUPATIONAL SAFETY (3)

An informational base to reduce injuries to firefighting personnel. Emphasis is placed on awareness, training and research of equipment to develop a safety program meeting and needs of the fire service. Three lecture.

FSC 237 HAZARDOUS MATERIALS II (3)

Second semester of chemistry fundamentals in fire science. Includes explosive and toxic hazardous materials, their reactions to other materials and how to deal with them safely. Prerequisite: FSC 232 or consent of instructor. Three lecture.

FSC 238 EMERGENCY SCENE MANAGEMENT (3)

Effective methods of managing emergency incidents including multiple alarm fires, highrise fires, brush fires, hazardous materials incidents and multi-casualty medical incidents. Includes effective interaction among numerous agencies to achieve control. Three lecture.

FSC 239 FIRE DEPARTMENT COMPANY OFFICER (3)

Administrative methods for the fire department in fire safety, department organization and personnel supervision. Includes elements of management needed for the fire department first level supervisor. Prerequisite: BSA 209 or consent of instructor. Three lecture.

FSC 241 FIREFIGHTER SAFETY AND BUILDING CONSTRUCTION (3)

Instruction in safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in the loss of structure will be explored. Includes signs and symptoms of structural damage. Three lecture.

FSC 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

FSC 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

GEO 131 INTRODUCTION TO PHYSICAL GEOGRAPHY (4)

Introductions to planet earth: An examination of the natural processes of weather, climate, hydrology, ecology, geology and tectonics, diastrophism, volcanism, denudation, soils, glaciation and coastal processes with emphasis on geographic distribution. Three lecture; three lab.

GEO 133 WORLD/REGIONAL GEOGRAPHY (3)

An analysis of the physical (climate, vegetation, landforms...) and cultural (ethnicity, religion, economy...) attributes of the world's major regions. Includes a study of world place-name geography. Three lecture.

GEO 260 CONSERVATION & MANAGEMENT OF NATURAL RESOURCES (3)

An introduction to how humankind attempts to manage the resources of the natural environment toward a sustainable biosphere. Includes concepts in demographics, climate, soils, hydrology (marine and fresh), ecology (range and forest), and energy production. Prerequisite: None. Three lecture.

GLG 100 INTRODUCTION TO GEOLOGY (2)

An introduction to basic physical and historical concepts in geology. Field trips. Two lecture.

GLG 101 PHYSICAL GEOLOGY (4)

Study of the structure of the earth's crust. Includes rocks and minerals, structures, landforms and their origins. Three lecture; three lab.

GLG 102 HISTORICAL GEOLOGY (4)

A chronological study of the time element involved in the creation of the earth and its inhabitants as revealed in rocks. Prerequisite: GLG 101 or GEO 131. Three lecture; three lab.

GLG 111 GEOLOGY OF NORTHERN ARIZONA (2)

A study of concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Northern Arizona region. Field trips. Prerequisite: GLG 100, GLG 101 or GEO 131 or consent of instructor. Two lecture.

GLG 112 GEOLOGY OF THE GRAND CANYON (2)

A study of concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Grand Canyon. Field trips. Prerequisite: GLG 100, GLG 101 or GEO 131 or consent of instructor. Two lecture.

GLG 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

GLG 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

GLG 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

HEC 135 HUMAN NUTRITION (3)

A study of the principles of nutrition with application of nutrition in critical periods throughout the life-cycle diet in disease and the essentials for the nutritional care of persons suffering from various diseases. Three lecture.

HEC 172 PARENT EDUCATION (3)

An overview of child development as it relates to parental awareness and maintaining healthy relationships with children through communications, understanding, and interaction. Three lecture.

HEC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

HEC 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

HEC 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

HIS 131 UNITED STATES HISTORY I (3)

This course gives the student an in-depth look at the early development of the United States from its New World Beginnings (1492-1670) to the difficult period of Reconstruction following the Civil War (1865-1877). Three lecture.

HIS 132 UNITED STATES HISTORY II (3)

This course gives the student an in-depth look at the development of the United States from the ordeal of Reconstruction (1865-1877) to the present under President George Bush (1988-). Three lecture.

HIS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

HIS 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

HIS 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

HUM 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

HUM 241 HUMANITIES I (3)

This course is a study of the cultural development of the Western World from the ancient Greeks to the Renaissance as reflected in the literature, visual arts, architecture and performing arts of the various periods. Three lecture.

HUM 242 HUMANITIES II (3)

This course is a study of the cultural development of the Western World from the age of the "Renaissance" to the present as reflected in the literature, visual arts, architecture and performing arts of the various periods. Three lecture.

HUM 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

HUM 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

ITC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

ITC 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

ITC 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

JRN 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

JRN 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

JRN 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

MTH 033 MATH WORKSHOP (1)

Designed for students suffering from "Math Anxiety". This is defined, discussed, and anxiety reduction techniques practiced. Includes study and test-taking skills. Corequisite: Concurrent enrollment in a mathematics course. One lecture.

MTH 087 BEGINNING ALGEBRA WITH REVIEW (3)

Introduction to basic algebraic concepts and a review of arithmetic skills. Includes whole numbers, fractions and decimals, percent, ratios, and measurement with practice of the four basic operations and the principles and applications of each in review. Algebraic concepts include operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Prerequisite: Satisfactory score on the mathematics placement exam. Three lecture.

MTH 101X BEGINNING ALGEBRA WITH REVIEW (3)

Introduction to basic algebraic concepts and a review of arithmetic skills. Includes whole numbers, fractions and decimals, percent, ratios, and measurement with practice of the four basic operations and the principles and applications of each in review. Algebraic concepts include operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Prerequisite: Satisfactory score on the mathematics placement exam. *Enrollment limited to NAU students. Three lecture.

MTH 102X INTERMEDIATE ALGEBRA WITH REVIEW (4)

A review of basic algebraic concepts. Topics covered include: exponents and radicals, systems of equations, polynomials, graphing, quadratic equations, and an introduction to logarithms. Prerequisite: A grade of C or better in MTH 101X or satisfactory score on the mathematics placement exam. *Enrollment limited to NAU students. Three lecture; one lab.

MTH 102 INTERMEDIATE ALGEBRA WITH REVIEW (4)

A review of basic algebraic concepts. Topics covered include: exponents and radicals, systems of equations, polynomials, graphing, and quadratic equations, and an introduction to logarithms. Prerequisite: A grade of C or better in MTH 087 or satisfactory score on Math placement exam. Three lecture; one lab.

MTH 103 PRACTICAL FINANCE (3)

Provides a study of the mathematical concepts and procedures involved in financial transactions. Topics include a review of basic arithmetic and algebraic skills, percentages, loans, insurance, investments, depreciation, amortization, proration, estate planning, taxes and closing statements. Prerequisite: Satisfactory score on the mathematics placement exam or consent of instructor. Three lecture.

MTH 108 ALGEBRA (3)

Designed as a self-paced, competency based course. Includes a review of arithmetic and algebra skills. Also includes exponents and radicals, systems of equations, polynomials, graphing, quadratic equations, and an introduction to logarithms. Students must pass scheduled examinations in order to move on to higher level material. Prerequisite: Satisfactory score on the mathematics placement exam. Three lecture.

MTH 110 COLLEGE ALGEBRA (3)

College level algebraic equations and functions. Includes linear, quadratic and radical equations, linear systems and matrix operations. Polynomials, inequalities, logarithms, and sequences and series. Prerequisite: A grade of C or better in MTH 102 or satisfactory score on the mathematics placement exam. Three lecture.

MTH 111 TRIGONOMETRY (2)

Topics include functions, graphing, triangle solutions, equations and identities, and analytical trigonometry. Prerequisite: A grade of C or better in MTH 102 or satisfactory score on the mathematics placement exam. Two lecture.

MTH 114 CONCEPTS OF MATHEMATICS (3)

Designed as a liberal studies course, topics include number theory, mathematical thought and history, sequences, functions, logarithms, curves, probability and statistics. prerequisite: A grade of C or better in MTH 102 or a satisfactory score on the mathematics placement exam. Three lecture.

MTH 121 INDUSTRIAL MATHEMATICS (3)

Designed for the students planning on a technical/vocational career. Includes a review of basic arithmetic operations, proportions and percentages, algebraic equations, with emphasis on applied problems. Also includes geometry, literal equations, graphs, financial problems, the metric system, and averages. Calculator usage is encouraged. Prerequisite: Satisfactory score on the mathematics placement exam. Three lecture.

MTH 122 TECHNICAL MATHEMATICS (3)

Designed for the student planning on a technical/vocations career. Includes a review of basic algebraic operations, and a study of right angle trigonometry, with emphasis on applied problems. Also includes literal equations, graphs, financial problems, the metric system, and averages. Calculator usage is encouraged. Prerequisite: A grade of C or better in MTH 121 or satisfactory score on the mathematics placement exam. Three lecture.

MTH 135 PRE-CALCULUS (5)

College level algebraic equations and trigonometry. Recommended for students planning to take calculus and analytic geometry. Prerequisite: A grade of C or better in MTH 102 or satisfactory score on the mathematics placement exam. Five lecture.

MTH 136 CALCULUS AND ANALYTIC GEOMETRY I (5)

Introduction to calculus and analytic geometry. Includes limits, continuity, differential and integral operations on algebraic and trigonometric functions, applications. Prerequisite: A grade of C or better in MTH 135 or MTH 110 and MTH 111 or satisfactory score on the mathematics placement exam. Five lecture.

MTH 137 CALCULUS AND ANALYTIC GEOMETRY II (5)

A continuation of MTH 136, this course includes transcendental and logarithmic functions, plane and solid geometry, polar coordinates, parametric equations, and vector functions. Prerequisite: A grade of C or better in MTH 136 or satisfactory score on the mathematics placement exam. Five lecture.

MTH 199 WORKSHOP (1-3)

A course designed to meet the common interest and problems of a group of students.

MTH 219 FINITE MATHEMATICS (3)

Various analytical methods used in business and social sciences including: Algebra review, functions and modeling, systems of linear equations, matrices, linear programming, mathematics of finance, probability, and combinations. Prerequisite: A grade of C or better in MTH 110 or satisfactory score on the mathematics placement exam. Three lecture.

MTH 231 BUSINESS CALCULUS (3)

Introductory topics in integral and differential calculus with business and social science applications. Prerequisite: A grade of C or better in MTH 110 or satisfactory score on the mathematics placement exam. Three lecture.

MTH 232 BUSINESS STATISTICS & ANALYSIS (3)

Introduction to business statistics, including the collection, tabulation, and analysis of business and economic data. Topics include averages, dispersion, statistical inference, correlation and regression and statistical decision making and problem solving. Prerequisite: A grade of C or better in MTH 102. Three lecture.

MTH 270 ELEMENTARY STATISTICS (3)

Introduction to statistical tools and techniques used in research and general applications. Includes sample data, probability and probability distributions, point and interval estimates of population parameters, hypothesis testing and correlation and regression. Prerequisite: A grade of C or better in MTH 110. Three lecture.

MTH 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

MTH 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

MUP 111 COMMUNITY BAND (1)

This is a performance group which focuses on band music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the Theaters. Open to all college students and interested members of the community. Repeatable for credit. Three lab.

MUP 113 JAZZ ENSEMBLE I (1)

This is a performance group which focuses on works of jazz from 1900 to the present. The works performed will partially depend on the available instrumentation of the group and the choice of the instructor. Open to all college students and interested persons in the community. Repeatable for credit. Three lab.

MUP 119 RECORDER ENSEMBLE I (1)

Rehearsal and performance of selected recorder ensemble repertoire. Repeatable for credit. One lecture; two lab.

MUP 125 COMMUNITY CHOIR (1)

This is a performance group which focuses on choral music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the Theaters. Open to all students of the college and to interested persons in the community. Repeatable for credit. Three lab.

MUS 100 MUSIC APPRECIATION (3)

Music of each historical period is presented in its social and cultural context. Concepts of music style and technique are related to those or other arts with which the non-music major may be more familiar. Three lecture.

MUS 145 JAZZ HISTORY AND LITERATURE (3)

A liberal arts course for non-music majors to learn about the history and development of jazz music. This course includes the origins of jazz with its roots in ragtime and blues in New Orleans about 1900. Three lecture.

MUS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

MUS 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

MUS 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

NSG 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

NSG 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

NSG 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

OIS 100 KEYBOARDING (1)

Introduces the student to touch-method skills while keyboarding on a typewriter, calculator, or computer keyboard. Fee required. Two lab.

OIS 105 BUSINESS ENGLISH (3)

Introduces the student to a review and reinforcement of spelling, punctuation, capitalization, sentence structure, word usage, and up-to-date formatting techniques as they apply to business letter and report writing. Three lecture.

OIS 110 BEGINNING TYPING (3)

Provides for the beginning typing student the development of accurate and rapid keyboarding of alphabetic and numeric material using the touch method. Keyboard control and basic document formatting procedures are stressed. Fee required. Two lecture; two lab.

OIS 121 SPEEDWRITING (3)

Provides for the student training in speedwriting theory based on alphabetic characters. Emphasis is on reading, writing, and transcription techniques. Prerequisite: OIS 110 or consent of instructor. Fee required. Two lecture; two lab.

OIS 125 BEGINNING SHORTHAND (3)

Provides for the beginning student training in the principles of shorthand theory, brief forms, transcription techniques, and a concentrated study of reading and writing shorthand. Prerequisite: OIS 110 or consent of instructor. Fee required. Two lecture; two lab.

OIS 130 MACHINE TRANSCRIPTION (3)

Provides instruction in transcribing business correspondence and documents from machine dictation with speed and accuracy. Emphasis on improving business grammar and proofreading techniques. Fee required. Prerequisite: OIS 110 or consent of instructor. One lecture; three lab.

OIS 150 BUSINESS MATHEMATICS AND OFFICE MACHINES (3)

Review and drills the fundamentals of mathematics necessary for competent participation in business: decimals, percents, fractions, discounts, and interest. Development of 10-key skills in using touch method on an electronic calculator. One lecture; three lab.

OIS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

OIS 200 OFFICE SKILLS AND PROCEDURES (3)

Studies standard office procedures, including specific practical skills needed in technical/computer knowledge, office support activities, communication, decision-making, and career employment and advancement. Prerequisite: OIS 110 or consent of instructor. Fee required. Two lecture; two lab.

OIS 205 FILING SYSTEMS AND RECORDS MANAGEMENT (3)

Studies the concepts, policies, and principles of filing systems and records management and how to effectively plan for, organize, and control the system, equipment, and supplies. Three lecture.

OIS 210 ADVANCED TYPING (3)

Emphasizes the correct formatting of typical business documents as well as complex business documents and reports. Keyboarding with speed and accuracy is required during all document production activities. Fee required. Prerequisite: OIS 110 or consent of instructor. One lecture; three lab.

OIS 230 MEDICAL TRANSCRIPTION (3)

Introduces terminology used in a medical office with emphasis on preparing medical documents accurately and developing transcription skills using transcription machines. Fee required. Prerequisite: OIS 130 or consent of instructor. One lecture; three lab.

OIS 240 LEGAL TRANSCRIPTION (3)

Introduces terminology used in a legal office with emphasis on preparing legal documents accurately and developing transcription skills using transcription machines. Fee required. Prerequisite: OIS 130 or consent of instructor. One lecture; three lab.

OIS 242 LEGAL SECRETARIAL SKILLS (3)

Presents a total training course for those aspiring to become a legal secretary with emphasis on the preparation of legal documents from all phases of law practice and on the role of a secretary in the law office. Fee required. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

OIS 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

PHE 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

PHE 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

PHE 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

PHI 100 INTRODUCTION TO PHILOSOPHY (3)

This course covers the basics of all the important philosophical topics including human nature, metaphysics, epistemology, ethics, and social philosophy. Three lecture.

PHI 111 INTRODUCTION TO MORAL AND SOCIAL PHILOSOPHY (3)

Key concepts and problems in ethics and social/political philosophy. Historic and contemporary readings with application to modern concerns. Three lecture.

PHI 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

PHI 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

PHI 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

PHY 101 INTRODUCTION TO PHYSICS (3)

An introduction to physics, reasoning, and problem solving techniques for students not prepared for General or College Physics. Three lecture; two lab.

PHY 111 GENERAL PHYSICS I (4)

An algebra-based study of motion, static and dynamic mechanics, waves and sound, heat and energy. Prerequisite: High school physics or PHY 101. Corequisite: MTH 110 and MTH 111 or MTH 135. Three lecture; three lab.

PHY 112 GENERAL PHYSICS II (4)

A continuation of PHY 111, covering electricity and magnetism, light, optics and atomic structure. Prerequisite: PHY 111. Three lecture; three lab.

PHY 141 CONCEPTS OF PHYSICS (4)

Designed as a liberal studies course. A conceptual look at Physical laws through real world examples. Minimal Mathematics. Three lecture; two lab.

PHY 161 COLLEGE PHYSICS I (5)

A calculus-based study of classical mechanics, statics and dynamics and thermodynamics, designed for science and engineering majors. Prerequisite: High school Physics or PHY 101. Corequisite: MTH 136. Four lecture; three lab.

PHY 180 INTRODUCTION TO ASTRONOMY (4)

An introduction to the motion and structure of the sun, planets, constellations, comets, asteroids, and meteors. Cosmic explosions, quasars, and stellar evolution including white dwarfs, neutrons pulsars, and black holes. Night observations. Three lecture; three lab.

PHY 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

PHY 262 COLLEGE PHYSICS II (5)

A continuation of PHY 161, covering electricity and magnetism, waves, optics, atomic and nuclear structure. Prerequisite: PHY 161. MTH 137. Five lecture; three lab.

PHY 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

PHY 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

POS 100 INTRODUCTION TO POLITICS (3)

Study of political systems, political authority, government and policy making, party and electoral systems, political ideologies, power, violence and revolution. Three lecture.

POS 102 CIVIL LIBERTIES AND AMERICAN DEMOCRACY (3)

Rights and liberties as they have developed in the United States. Emphasis is given to first amendment rights, rights of due process and rights of privacy. Three lecture.

POS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of the students involved.

POS 221 ARIZONA CONSTITUTION AND GOVERNMENT (1)

A survey of Arizona Government and Constitution designed to meet the requirements for teaching certification. One lecture.

POS 222 NATIONAL CONSTITUTION AND GOVERNMENT (2)

Examines the United States Constitution and government. Designed to meet requirements for teacher certification. Two lecture.

POS 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

POS 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

PSY 100C TOUGH LOVE FOR PARENTS AND TEENS (2)

Tough Love is a program for parents troubled by unacceptable "teenage" behavior, including many young people in their twenties and thirties who have failed to make it through transition to adulthood. One lecture; one lab.

PSY 100D AIDS - FACT VS. MYTH (2)

This course is to give the student correct and complete information. It is for both teenagers and adults. It covers the facts on how AIDS spreads and how it doesn't. It also covers the differences in the laws from state to state. One lecture; one lab.

PSY 102 PERSONAL GROWTH AND DEVELOPMENT (3)

Overview of adjustment problems such as marriage, work, anxiety and prejudice. Includes contemporary sources of stress encountered by college students such as alcohol and drug abuse, violence against women, sexual dysfunctions, aging, job hunting, career decisions, and other issues. Three lecture.

PSY 110 PARAPSYCHOLOGY (3)

A survey of the claims of clairvoyance, remembering past incarnations, telepathy, psychokinesis, premonitions, and other subjects concerned with supernormal powers and inexplicable phenomena. Three lecture.

PSY 131 INTRODUCTION TO PSYCHOLOGY (3)

An introduction to psychology through such topics as the scientific method in psychology, a survey of the different fields in psychology, heredity, and environment, intelligence, emotions, motivation, the nervous system, and the learning process. Three lecture.

PSY 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

PSY 233 SOCIAL PSYCHOLOGY (3)

This course examines the effects that groups have on their individual members. It looks at social pressures for conformity, aggression, prejudice, self-justification, and individual opinions. Prerequisite: PSY 131. Three lecture.

PSY 234 CHILD GROWTH AND DEVELOPMENT (3)

A study of the genetic, prenatal, and postnatal influences on the development of the child, with emphasis on motivation, learning and perception. Prerequisite: PSY 131 or consent of instructor. Three lecture.

PSY 241 SUBSTANCE ABUSE (3)

A study of the physical, social and psychological effects of substance abuse. Three lecture.

PSY 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

PSY 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

REC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

REC 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

REC 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

RES 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

RES 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic.

RES 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

SCI 175 SCIENTIFIC METHODS AND REASONING (3)

The use of concrete models and experiments to develop concepts. Fundamental and derived dimensional analysis. Introduction to basic laboratory equipment, data collection and analysis, and oral and written presentation of results. Prerequisite: None. Two lecture; three lab.

SCI 195 WATER AND WASTEWATER TREATMENT (3)

Designed to prepare employees of municipal, public, semi-public water systems, and wastewater treatment plants to take the Arizona Department of Environmental Quality's Water and Wastewater Plant Operator's Certification examination. Includes lecture on ground water, chemical, biochemical, and microbiological aspects of water treatment and techniques of operating small ground water and wastewater systems. Three lecture.

SCI 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of the students involved.

SCI 235 ENERGY (3)

A survey of the various types and sources of energy available today. Includes solar, nuclear, wind, steam, turbine and thermal and the issues surrounding each. Field trips. Prerequisite: None. Three lecture.

SCI 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

SCI 299 ISSUES IN SCIENCE/TECHNOLOGY (3)

A seminar-based class to look at current issues in science and technology and the effects of these issues in society. Writing and speaking intensive. Prerequisite: An introduction course in a science or related area. Three lecture.

SOC 101 INTRODUCTION TO SOCIOLOGY (3)

An introduction to the study of sociology, with emphasis on society, culture, social institutions, and group behavior. Three lecture.

SOC 110A WORKSHOP; AGING AND WELLNESS (2)

A study of the sociological, biological, and psychological factors of aging, with emphasis on racial, cultural, and sexual differences. Two lecture.

SOC 125 DOMESTIC VIOLENCE (3)

A study of theory and dynamics in domestic violence. Defining spouse abuse, exploring origins and the impact on children and family. Three lecture.

SOC 130 HUMAN SEXUALITY (3)

A study of biological, psychological, and cultural factors which influence human sexuality, including ethics, gender roles and changing values in contemporary society. Prerequisite: Student must be 18 years of age. Three lecture.

SOC 132 SOCIOLOGY (3)

An analysis of contemporary social problems, their likely causes, how they affect us, and what can be done about them. Prerequisites: SOC 101 or consent of the instructor. Three lecture.

SOC 140 MARRIAGE AND THE FAMILY (3)

A marriage and family course helps prepare students improve the quality of individual and family life. Includes discussion of parent-child relationships, parenting roles, marital violence and aspects of divorce. Three lecture.

SOC 141 GANG BEHAVIOR AND STREET VIOLENCE (3)

A look at the social and psychological reasons for the development of gangs, how society promotes them, and how they are self-sustaining through street violence. Includes a detailed look at victim's rights, and the history of vigilantes in America. Three lecture.

SOC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

SOC 236 CRIME AND DELINQUENCY (3)

A study of deviance in American society with emphasis on the extent of crime, crime trends, types of crime and criminals, theories and factors in crime causation, the impact of crime on society and the individual, and the relationship between social variables and crime. Three lecture.

SOC 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

SOC 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

SPA 101 BEGINNING SPANISH I (4)

Introduction to basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing Spanish. Fee required. Four lecture.

SPA 102 BEGINNING SPANISH II (4)

Continuation of SPA 101. Prerequisite: SPA 101 or consent of instructor. Fee required. Four lecture.

SPA 125 SPANISH FOR HEALTH PROFESSIONALS (2)

A basic conversational Spanish course designed for the student who needs a practical speaking knowledge of common medical terms frequently used in a variety of health care settings. May be taken for S/U credit. Two lecture.

SPA 126 SPANISH FOR LAW ENFORCEMENT PERSONNEL (2)

A basic conversational Spanish course designed for the student who needs a practical speaking and/or writing knowledge of common terminology frequently used in the law enforcement field. May be taken for S/U credit. Two lecture.

SPA 131 CONVERSATIONAL SPANISH I (3)

Introduction to basic grammar, vocabulary, and culture in conversational practice. May be taken for S/U credit. Fee required. Three lecture.

SPA 132 CONVERSATIONAL SPANISH II (3)

Continuation of SPA 131. Prerequisite: successful completion of SPA 131 or consent of instructor. May be taken for S/U credit. Three lecture.

SPA 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

SPA 201 INTERMEDIATE SPANISH I (4)

Emphasis on improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. Prerequisite: SPA 102 or consent of instructor. Fee required. Four lecture.

SPA 202 INTERMEDIATE SPANISH II (4)

Continued development of communication skills with emphasis on compositions and readings. Taught in Spanish. Prerequisite: SPA 201 or consent of instructor. Fee required. Four lecture.

SPA 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

SPA 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

SPC 100 FUNDAMENTALS OF SPEECH COMMUNICATION (3)

Study of the fundamental elements of oral communication with stress on improving speaking skills and self-confidence. May be taken for S/U credit. Three lecture.

SPC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

SPC 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

SPC 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

THR 135 INTRODUCTION TO THE THEATRE (3)

A survey of the development of theatre in Europe and America from Ancient Greece to present, integrating playwriting, acting, production and criticism, and social and economic influences. Three lecture.

THR 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students.

THR 298 SPECIAL TOPICS (1-3)

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

THR 299 INDEPENDENT STUDY (1-3)

A course designed to meet the needs of an individual student who has an interest in the design and execution of original projects under faculty supervision in academic areas of study.

FACULTY/ADMINISTRATIVE STAFF

Don-Paul Benjamin Dean of Student Services/Registrar
B.A., M.A., University of Northern Colorado; Ed.M. Oregon State University

Peggy L. Davis Comptroller
B.S., Arizona State University; M.A. Northern Arizona University

Daniel T. Fishco Dean of Instruction
B.A., M.A., Jersey City State College; Ed.D., Lehigh University

David Garrison Computer Specialist
A.A.S., Yavapai College

John W. Glenn President
A.A.S., Southern Illinois University Technical Institute;
B.S.A.S., Southern Illinois University; M.S., Ph.D., University of Missouri

Jean Matthew Social/Behavioral Sciences
B.A., M.M., Ph.D., Florida State University

Steve Miller Tech-Prep Coordinator
B.A.E.-S.E., Arizona State University; M.B.A., University of Phoenix

Jerry Odell Human Resources Director
B.S., Illinois State Normal University; M.S., Illinois State University

Pattie Odgers Computer Information Systems
B.A., M.A., Arizona State University; Ed.D., Northern Arizona University

Rhonda L. Shaeffer Math, Science, Technology
B.S., M.A., Northern Arizona University

Patricia A. Sprengeler Financial Aid Director
B.S., Arizona State University; M.A.Ed., Northern Arizona University

Mary Ann Stanton Small Business Development Center Director
B.S., M.B.A., Western New Mexico University

FACULTY AND ADMINISTRATIVE STAFF (Continued)

Stephen L. West

Business Administration

A.A., Daytona Beach Community College; B.S., Florida State University;

M.B.A., Corporate Fellow with Columbia Broadcasting Corporation, Nova University

Joan Zumwalt

English

B.A., McPherson College; M.A., Colorado Western State College; M.F.A., Instituto Allende

ASSOCIATE FACULTY

1991 - 1992 ACADEMIC YEAR

**James Adkins
Bruce Aiken
Rita Alexander
Bill Archer
Elizabeth Archuleta
Joan Armitage
Marie Axman
Dan Ayub
Gerald Bacon
Jerry Baker
Monica Baker
Patricia Barnes
Bryan Bates
Tita Bender
Louis Blazquez
Catherine Bond
Thomas Bondell
Jill Brown
Jim Burrow
Jay Byerley
Susan Calvert
Walt Coker
Tom Colonnese
Marian Combs
Michael Copeland
John Corcoran
Carla Corn
Dan Cross
Danny Cullen
Chuck Curry
Sherrill Dana
Karen Dawson
Mike Dawson
Doug Despain
Markus Doerry**

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James Ellis
Scott Ellis
Kathy Emmons
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Sean Evans
Michael Fatali
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Richard Fisher
Mary Foley
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Colleen Goltz
Larry Goltz
Ellena Gonzales
Pam Goodman
David Grider
William Grider
Mike Grimstad
Bob Hamilton
Nicole Hampton
Rebecca Harlowe
Robert Hassell
Ray Henry
Pat Hensley
Fred Hintze
Richard Hintze
Magdelene Inigo
Doug Irving
Kenneth Isaacson
John Jarvis
Brynn Johns
James Katches
Janine Kelley**

ASSOCIATE FACULTY

Terry Kelly
Robin Kurtz
Barbara Kyle
Scott Kyle
Glenda Lake
Marvin Lamer
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Martin Lara
Joan Larson
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Jerry Lindsay
Troy Lorents
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Doug Pike
Susan Pope
Janice Pulley
Jo Ann Panke
Ralph Pepino
Alan Petersen
Patricia Pfutzenreuter
Catherine Radcliff
Lorna Ramirez
Gayle Randall

(Continued)

Jack Rathjen
Linda Reynolds
Charissa Reid
Jeff Rhode
Marshall Ricker
Barbara Ritter
Vicky Roberg
Roberta Rogers
Oly Ruiz
Mary Delores Ryan
Craig Sanderson
Steven Saunders
Russell Schafer
Curtis Shook
Samuel Simmons
Robert Sorenson
Robert Specter
Debra Stalvey
Lois Stalvey
Diane Stricker
Roger Studley
Gwendolyn Swan
Billie Swanson
Molly Taylor
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Charles Tilly
Mary Toerner
Scott Unruh
Mark Venuti
Patrick Voll
Roy Wagner
Wanda Warner
Tom Weathers
Tim White
David Wilmes
Cris Wischmann
Deborah Wolf
Pamela Wolfe
Paul Worthen
Kathleen Zimski

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